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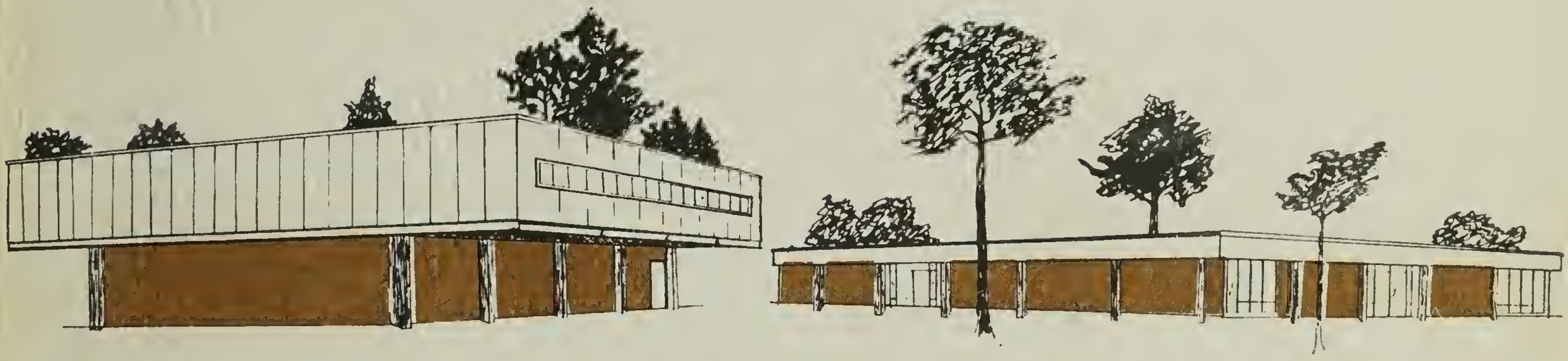
BLADEN TECHNICAL INSTITUTE

"Education For All"



GENERAL CATALOG

1972-1974

This institution is recognized as a correspondent with the Commission on Colleges of The Southern Association of Colleges and Schools.

MEMBER OF

National Geographic Association
North Carolina Education Association
National Education Association
American Association of Junior Colleges

CHARTERED BY

North Carolina State Department of Education
North Carolina Department of Community Colleges

APPROVED BY

North Carolina Board of Cosmetic Arts
Veterans Administration

Bladen Technical Institute operates under the "open door policy" and will admit to some appropriate educational program all applicants who are high school graduates or any school leaver who is 18 years old or older. This may be immediate admission or admission into a remedial guided studies program to remove educational deficiencies.

Bladen Technical Institute

General Catalog

VOLUME IV

1972-74

DUBLIN, N. C.

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ACADEMIC CALENDAR
1972-73

FALL QUARTER

Monday, September 4	Orientation
Tuesday, September 5	Registration
Wednesday, September 6	Classes Begin
Tuesday, November 21	End of Fall Quarter
November 22, 23, 24	Thanksgiving Holidays

WINTER QUARTER

Monday, November 27	Registration
Tuesday, November 28	Classes Begin
Monday, December 18	Christmas Holidays Begin
Tuesday, January 2	Classes Resume
Tuesday, February 27	End of Winter Quarter

SPRING QUARTER

Monday, March 5	Registration
Tuesday, March 6	Classes Begin
Thursday, April 19	Easter Vacation Begins
Wednesday, April 25	Classes Resume
Friday, May 25	End of Spring Quarter

SUMMER QUARTER

Friday, June 1	Registration
Monday, June 4	Classes Begin
Monday, July 2	Summer Vacation Begins
Monday, July 9	Classes Resume
Friday, August 24	End of Summer Quarter

ACADEMIC CALENDAR
1973-74

FALL QUARTER

Monday, September 3	Orientation
Tuesday, September 4	Registration
Wednesday, September 5	Classes Begin
Tuesday, November 20	End of Fall Quarter
November 21, 22, 23	Thanksgiving Holidays

WINTER QUARTER

Monday, November 26	Registration
Tuesday, November 27	Classes Begin
Wednesday, December 19	Christmas Holidays Begin
Wednesday, January 2	Classes Resume
Monday, February 25	End of Winter Quarter

SPRING QUARTER

Monday, March 4	Registration
Tuesday, March 5	Classes Begin
Thursday, April 11	Easter Vacation Begins
Wednesday, April 17	Classes Resume
Friday, May 24	End of Spring Quarter

SUMMER QUARTER

Friday, May 31	Registration
Monday, June 3	Classes Begin
Monday, July 1	Summer Vacation Begins
Monday, July 8	Classes Resume
Friday, August 23	End of Summer Quarter

PART ONE
College Organization

I. . .BOARD OF TRUSTEES

Dr. William C. Keith, Chairman
Nathan Cox, Vice-Chairman
G. C. Baugham, Vice-Chairman
Gilbert Beresoff
Levie Bridger, Jr.
William Hair
Lynn King
Edd Nye
Louis F. Parker
James Robert Powell
Bradford K. Rowe
Essic McCauley Williams
George I. Resseguie, Secretary

II. ADMINISTRATION

GEORGE I. RESSEGUIE, President
B. S., Virginia Polytechnical Institute
M. S., University of Tennessee; Additional graduate work at North Carolina State University
LL. D., Lincoln College

JULIUS H. AVANT, Business Manager
B. S., North Carolina State University
Graduate work, North Carolina State University

THOMAS L. BAUCOM, Director of Extension Programs
A. B., Duke University
M. A., Appalachian State University

SHELBY E. BORDEAUX, Director of Learning Resources
B. S., East Carolina University; Graduate work, East Carolina University

AUBREY R. FLYNT, JR., Director of Student Personnel
B. A., High Point College
M. A., Appalachian State University; Graduate work at Appalachian State University

ONWARD JAMES GAYLORD, JR., Director of Continuing Education
B. S., North Carolina State University
M. Ed., North Carolina State University
Additional graduate work at North Carolina State University

SYDNEY KARL LATHROP, Evening Director
B. S., Appalachian State University
M. A., Appalachian State University
DAVID McINYTRE, Administrative Assistant
B. S., North Carolina State University
M. S., North Carolina State University
Additional graduate work at North Carolina State University
VINCENT REVELS, Director of Occupational Education
B. S., North Carolina State University
M. Ed., North Carolina State University
Additional graduate work at North Carolina State University
DONALD TRIVETTE, Counselor
B. S., North Carolina State University

III. FACULTY

JULIUS H. AVANT, Drafting
B. S., North Carolina State University
Graduate work, North Carolina State University
THOMAS L. BAUCOM, Related Education
A. B., Duke University
M. A., Appalachian State University
SHELBY E. BORDEAUX, Math
B. S., East Carolina University
LOUISE I. BUTLER, Health Professions
B. S.. Pembroke State University
ASCP Hackley Hospital School of Medical Technology
DORMAN CHANDLER, Industrial Maintenance & Machinist
Saco-Lowell, Inc., Additional work at North Carolina
State University and UNC-W
AUBREY R. FLYNT, JR., English
B. A., High Point College
M. A., Appalachian State University; Additional graduate work at
Appalachian State University
ONWARD JAMES GAYLORD, JR., Related Education
B. S., North Carolina State University
M. Ed., North Carolina State University
Additional graduate work at North Carolina State University
DELOIS GUITON, English
B. A., High Point College; B. S., High Point College
M. A., Appalachian State University
EMMETT GUYTON, Industrial Maintenance and Welding
Newport News Shipbuilding and Drydocks
LEON W. JACOBS, Industrial Maintenance and Plumbing
Newport News Shipbuilding and Drydocks
JOHN F. KNECHTGES, Science
B. S., Pembroke State University
M. S., Clemson University
Additional graduate work at Clemson University
BENFORD LOWERY, Carpentry
25 years experience
LAE RUTH MABE, Business
B. S., Pembroke State University

DAVID McINTYRE, Physical Education
B. S., North Carolina State University
M. S., North Carolina State University
Additional graduate work at North Carolina State University
STEVE E. MEDLIN, Business
B. S., University of North Carolina at Chapel Hill
M. B. A., East Carolina University
PHILLIP MELLON, Mathematics
B. S., East Carolina University; Additional graduate work,
Appalachian State University
JAMES OXENDINE, Mathematics
B. S., Pembroke State University
M. S., University of South Carolina
GEORGE I. RESSEGUIE, Economics
B. S., Virginia Polytechnical Institute
M. S., University of Tennessee; Additional graduate work
at North Carolina State University
LL. D., Lincoln College
VINCENT REVELS, Business
B. S., North Carolina State University
M. Ed., North Carolina State University
Additional Graduate work at North Carolina State University
LENNON SINGLETARY, JR., Electrical and Industrial
Maintenance, Licensed Electrician, Singletary Construction Co.
BETTY SKINNER, Cosmetology
Fayetteville Beauty College; Additional study at University
of North Carolina at Wilmington
DONALD TRIVETTE, Business
B. S., North Carolina State University
THOMAS R. USRY, Automotive
General Motors Institute (12 yrs. experience)
JUANITA WATSON, Nursing and Health Professions
R. N., Highsmith Hospital School of Nursing,Additional study, University of
North Carolina at Wilmington

IV. STAFF

GEORGE T. BRISSON, Instructional Aide
LEONARD CARTER, Instructional Aide and General Maintenance
PREMROSE CHANDLER, Bookkeeper
LINDA DANIELS, Administrative Secretary
JOANN E. GAYLORD, Assistant Librarian
MARTHA L. HALL, Administrative Secretary
DIXIE JESSUP, Supplies and Equipment
ELOISE KOEHLER, Bookkeeper
OSHEA T. McKOY, Instructional Aide and General Maintenance
JANE SMITH, Administrative Secretary
ROSETTA M. SMITH, Student Personnel Services Secretary
SARA J. WILLIS, Learning Lab Coordinator

Request for information should be made by mail or telephone to the Office of Student Services or Office of Occupational Education.

The provisions of this catalog are subject to change at the discretion of the Board of Trustees and or Administration and or Department of Community Colleges upon written notification to all concerned. Such changes could include but would not be limited to curriculum or subject content, order of subjects, entrance requirements, graduation requirements, financial aid, and fees and expenses.

PART TWO
General Information

Mailing Address
Bladen Technical Institute
Post Office Box 128
Dublin, North Carolina 28332

Street Address
Bladen Technical Institute
Highway 41
Dublin, North Carolina 28332

I. The School

PHILOSOPHY

Bladen Technical Institute operates under the "open door policy" and will admit to some appropriate educational program all applicants who are high school graduates or who are 18 years old or older, according to law.

Bladen Tech provides services to all segments of the community and helps all students to meet their potential as productive and worthwhile members of society.

Bladen Technical Institute offers a variety of programs designed to meet the needs of the people of the community and to provide sound educational experiences that will enhance their opportunity to better their position in the labor market.

Because of the rapid technological advancements in industry and business, Bladen Technical Institute strives to keep students currently informed and trained to meet the changes.

PURPOSE

The purpose of Bladen Technical Institute is to provide education to all adults who are capable and willing to be educated in any reasonable subject or field at any grade level short of the two-year associate degree level, but not excluding upgrading even in the professional fields, such as medicine, law, etc. Specifically, within the framework stated, the purposes can be identified as follows: (1) the equivalent of public-school education and pre-public school education, to include basic reading and writing and the other normal subjects through high school, culminating in either a high school diploma or a G. E. D. certificate; (2) vocational training for students either incapable of, or not desiring college level work which leads to a degree (this vocational training consists of certificate and diploma trade programs such as automotive mechanics, industrial maintenance, and the like); (3) training students in a college-level two-year terminal program leading to the

Associate of Applied Science degree; (4) under contractual agreement with the University of North Carolina, providing the first two years of college for commuting students; (5) providing training and retraining for the various occupations and professions common to the institution's impact area; (6) providing instruction in general interest areas of a vocational, health, and miscellaneous nature; and (7) offering community service benefits in the performing arts by bringing in visiting performers and the like.

In keeping with the above, the school maintains an open door policy which permits any adult to participate in some form of education at a minimum cost and with a maximum achievement goal.

HISTORY OF THE INSTITUTE

Bladen Technical Institute was established in 1967 under the authority of General Statute 115A, enacted by the 1963 General Assembly, and subsequently amended by the 1965 and 1967 General Assemblies. The school was located in a composit of rented buildings in or near Elizabethtown, Bladen County, North Carolina. Administrative and learning center activities were placed in the old Baptist Church Education Building; a Machine Shop operated near the Greene Brother's Lumber concern; other shops and laboratories were planned for the old Johnson-Cotton Building South of Elizabethtown on Route 701.

The school formally opened on December 16, 1967. The old Johnson Cotton Company property was secured and became the location for Administration and basic education. The machine shop building was abandoned with the facility being moved to the Johnson Cotton Company building. Additional space for an MDTA Welding course was provided by leasing the Mark's Tractor Company Building next to the Johnson Cotton Company building. Business, Secretarial and Nursing subjects were begun in the church property.

The first full scale operations began September 16, 1968 with full curriculum programs in Cosmetology, Executive Secretary, Business Administration, Industrial Engineering and Agricultural Engineering Technologies, Plant Maintenance, Electro-Mechanical, Automotive Mechanics, and Nurse's Assistant. A complete battery of extension and other part-time adult programs were started to complement the day programs.

Concurrent with home-plat development was the establishment of a series of learning centers in low income areas of the county. These facilities offered programmed and teacher oriented programs in many areas of basic and specialized education. They served the needs of those students who could not attend full-time programs. and were unable to commute to and from the principal campus.

In July, 1971, Bladen Technical Institute moved to a permanent 25-acre campus at Dublin, North Carolina. With the exception of two mini-laboratories and some extension courses, the entire Bladen Technical Institute program was conducted from the Dublin campus. Two modern buildings totaling 27,000 square feet have been built and house administrative offices, classrooms, laboratories, shops, student lounge and the library. Future plans include two more buildings scheduled to be completed with the next two years.

PROGRAMS OF INSTRUCTION

TECHNICAL PROGRAMS

Technical programs prepare the students for entry jobs in fields recognized as semi-professional and managerial. Students enrolled in technical programs, in addition to taking courses that are occupational in nature, take general education courses in the area of English and the social sciences. Even though the technical programs are college level, they are terminal in intent and planned for college transfer. Certain courses, however, may be accepted by a four-year college or university as transfer credit, usually on the basis of qualifying examinations. In general, technical programs are two academic years in length and lead to an Associate in Applied Science Degree. The graduate of a technical program usually works in close cooperation with and under the direct supervision of a professionally trained person.

VOCATIONAL PROGRAMS

Vocational programs are terminal in nature and are designed to train the student for effective work immediately after graduation. They range from two to six quarters in length, depending upon the development of skills and job proficiency. Certificates are usually awarded upon the completion of the one to three quarter programs, which include mainly courses in skill training. Diplomas are awarded upon the completion of the longer programs, which also include courses in communication skills and the social sciences directly related to the occupational goals of the programs. The occupational entry of the graduate is at the semi-skilled level, but his training will permit him to progress rapidly to the skilled or "craftsman" level.

GENERAL EDUCATION-COLLEGE TRANSFER

Bladen Technical Institute in cooperation with the University of North Carolina at Wilmington, offers college subjects to those students who desire to transfer to institutions of higher learning.

Students in the General Education Program may take up to 60 quarter hours of college work. This work may be transferred to a senior institution, or, if a student desires, he can earn additional credit hours at Bladen Tech and receive an Associate in Applied Science Degree in General Education. Grades transferred within the University System do not change. Work may also be transferred to other senior colleges if the student desires.

ADMISSIONS REQUIREMENTS

Bladen Technical Institute will admit to some appropriate educational program all applicants who are high school graduates or who are 18 years old or older. This may be immediate admission to a full curriculum program, or it may be admission to a guided studies program designed to remove educational deficiencies in one or more subject areas. In order to determine the proper placement of each student, each curriculum program applicant must submit a high school transcript, take a battery of aptitude tests, and have an interview with a counselor. These aptitude test scores aid the counselor in advising the student on appropriate course placement and other educational planning.

To be admitted to any of the associate degree programs, a person must be a graduate of an accredited secondary school, possess an Adult High School Diploma, or a High School Equivalency Certificate.

In addition, to be admitted to the technical programs, a person should have high school credit for one unit of algebra and one unit of plane geometry or the equivalent of these in modern mathematics. Those who fail to meet the accepted standards for technical mathematics may be required to complete successfully a prerequisite mathematics course to remove their deficiency. Applicants in Engineering Technology programs should have high school credit for one unit of physical science with laboratory.

To be admitted to the regular one-year vocational program, a person should have satisfactorily completed a minimum of eight units of accredited secondary school work. One of these units should be in algebra or an equivalent in modern mathematics. Those who have not successfully completed the eight units may be required to take other courses to eliminate this deficiency.

PROCEDURES

Applicants wishing to enroll in any curriculum offered by the Institute should:

1. Obtain an application from the office of student personnel.
2. Submit the properly completed application with a recent photograph to the of student personnel.
3. Request that a transcript of all high school, pre-college, and college work be sent directly to the office of student personnel.
4. Send a $10 deposit to the business office.
5. Take whatever tests are deemed necessary by the admissions committee.
6. Have an interview with appropriate student personnel officials.
7. Register for classes during the regularly scheduled registration period.

TESTING

As part of admissions procedure, each student must take placement tests to help determine which credit courses are appropriate to his educational potential. This testing is done to assure reasonable probability of success in the particular program selected by the student. Test results do not affect eligibility for admission to Bladen Technical Institute, but they are of value in weighing the student's strengths and weaknesses.

REGISTRATION

Registration is scheduled for students to complete necessary forms and pay tuition and other fees at the beginning of each quarter. All registration procedures are to be completed during the prescribed, pre-announced period before each quarter begins.

LATE REGISTRATION

A fee of $5.00 will be charged to all students who fail to register on announced registration days. This will not be applicable to any tuition or fees.

ADMISSION OF TRANSFER STUDENTS

The Director of Student Personnel along with the Director of Occupational Education and Department heads will review applications for admission with advanced standing. Where subject content and length of course are comparable with those in the curriculum applied for, credit may be allowed for grades of "C" or above. Transfer credits will not influence the student's grade point average while at BTI. In certain cases where the school and the student believe an alternate course would be more beneficial to the student, such alternate course may be allowed.

ATTENDANCE

1. The nature of the programs for students at BTI is such that it is necessary that students be in regular attendance at all times. Students are expected to attend all classes as they are scheduled and report on time.
2. Emergency Absences-A student may be absent from a class for emergency reasons one time for each quarter hour credit given for the course without affecting his grade. He will be responsible for making up any class assignments missed due to absence from class.
3. A student who accumulates more class absences than quarter hours credit for a course for the following emergency reasons must have their case reviewed by the Director of Student Personnel and Faculty Committee in order to be reinstated.
    a. Illness or injury to the student.
    b. Illness or death in the immediate family.
    c. Inclement weather (hurricane, ice, etc.)
4. Students are to attend 75 percent of class hours to receive credit for a course.

TARDINESS

1. A student is tardy if not in his classroom, lab, or shop when the tardy bell rings.
2. If a student accumulates three tardies in a class the instructor may count these tardies as one of the emergency absences.
3. A student who is fifteen or more minutes late for a class, or who leaves before the class is over without the instructor's permission, will be counted as having an unexcused absence from that class.
4. Students will be informed as to the times allotted for breaks between class or lab at the beginning of the quarter; this time limit should be strictly followed to avert penalty.

GRADING

Letter grades are used at BTI in reporting grades to students; however, such terms as 3.2, 2.6, and 1.89 will be used. These are called "grade point averages." They are very important, and are earned on the following basis:

Grade	Numerical Equivalency	Signifiance	Quality Points Grade-Point
A	92-100	Excellent	4
B	84-91	Good	3
C	76-83	Fair	2
D	70-75	Passed	1
F	Below 70	Failed	0
U		Unsatisfactory	0
W		Withdrawal	0
I		Incomplete	0
Au		Audit	0

The grade for each subject will be converted to a grade-point. Then the grade-point is multiplied by the quarter hours. The results (total quality points) are then divided by the total quarter hours credit to give the grade-point average.

Class	Grade Point		Quarter Hours Credit		Quality Points
T-ENG 102	4	times	3	equals	12
T-MAT 102	3	times	5	equals	15
T-BUS 120	1	times	4	equals	4
T-ECO 104	2	times	3	equals	6
T-BUS 115	2	times	3	equals	6
		Totals	18		43

Example: 43 quality points divided by 18 quarter hours of credit equals 2.39. 2.39 represents the student's grade point average. No credit earned for withdrawals.

Incompletes must be removed by the end of the following quarter or they will be converted to failures. (ie: An "I" made during the fall quarter must be removed by the end of the winter quarter. If it is not it will become an "F".)

CONDUCT

Students will have but one conduct rule, i. e., to conduct themselves as ladies and gentlemen. This has reference to dress, speech and action. Area or classroom rules will be designed by instructors or supervisors and must be followed by all.

PROBATION AND SUSPENSION

The probation and suspension policy is designed to give the student every possible opportunity to be successful in his or her training program.

Sub-minimum work in any quarter will result in probationary attendance in the next quarter; sub-minimum work in two consecutive quarters may be cause for suspension or transfer to a more appropriate course of study.

Any student whose conduct becomes unsatisfactory will be placed on probation. Any misconduct after a person is placed on probation will result in prompt suspension.

Absences of five or more consecutive days without notification to the Student Personnel Office will result in the student being dropped from the class roll. The student may be readmitted only through the Student Personnel Office.

RIGHT OF APPEAL

Any student who is dismissed from school for academic or disciplinary reasons may have his case reviewed by requesting such through the Director of Student Personnel who in turn will bring his case before the admissions committee.

III. Financial Information

TUITION AND FEES

Tuition for full-time students	$32.00 per quarter
Tuition for less than full-time students is pro-rated on a credit hour basis	$2.50 per credit hour
Deposit with application (this is applied to tuition charges)	$10.00 Non Refundable
Books, supplies, and personal equipment sold to student at the school bookstore	$25.00 approximately per quarter
Student activity fee	$3.00 per quarter
Graduation Fee	$15.00 includes diploma, diploma cover, cap, gown, tassel & tassel year band
Insurance	$3.50 Although insurance is optional, all students are strongly encouraged to purchase insurance for their own protection

REFUND POLICIES

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. The application deposit is not refunded unless the program applied for is cancelled.

REFUND POLICY FOR VETERANS AND WAR ORPHANS

The following refund policy will be applicable to persons enrolled under provisions of Title 38, U. S. Code, as amended:

The institution has and maintains the following policy for the refund of the unused portion of tuition, fees, and other charges in the event the person fails to enter the course or withdraws or is discontinued from it at any time prior to completions:

The amount charged to the persons for tuition, fees, and other charges for a portion of the course will not exceed the approximate pro rata portion of the tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.

GUIDANCE AND COUNSELING

Educational, vocational, and personal counseling is available to students of Bladen Technical Institute through the student services offices and departmental faculty advisors.

This service is to help the student decide whether the program he has chosen is realistic for the student and to determine whether it will satisfy his educational needs and educational goals.

BOOKSTORE

It is the student's responsibility to obtain the required textbooks and supplies necessary for his class.

The institute maintains a bookstore from which the student may purchase the necessary books and supplies.

Whenever possible, the bookstore will repurchase used books and re-sell them at a reduced rate.

STUDENT LOUNGE

A student lounge is provided for students to relax between and after classes. Snacks and sandwiches are available in the lounge. Television is also available in the lounge.

PARKING

Adequate parking facilities are provided for the students by the institute.

Students may use any parking facilities not reserved for faculty and visitors' parking.

Cars found parked in unauthorized parking areas may be towed off at owners expense.

FINANCIAL AID

Bladen Technical Institute offers a financial aid program to assist worthy and needy students. The purpose of the aid program is to provide aid to students who have extreme financial need, and who are unable to enter or remain at Bladen Technical Institute without such assistance.

ELIGIBILITY FOR FINANCIAL AID

1. Applicant must be a full time student.
2. Applicant must be enrolled in at least a six month's program.
3. Applicant must have an application for admission on file in the Student Personnel Office and have been accepted for enrollment into a curriculum.
4. Applicant should be in extreme financial need.
5. Applicant must make application by the deadline set forth to be assured of aid.

PROCEDURE FOR MAKING FINANCIAL AID APPLICATION

1. Obtain application forms from the Financial Aid Officer.
2. Complete all information on the application. Incomplete applications will not be considered.
3. Return the completed application to the Financial Aid Office before the deadline.
4. The Financial Aid Officer will give notice of approval or disapproval of the application and will discuss the decision with the applicant.

All applications must be in no later than the 15th of August, prior to the beginning of each fall term to assure consideration for assistance.

Supplementary aid in limited amounts may be offered to worthy and needy students whenever such funds are available. (Deadline does not apply to such funds.)

TYPES OF AID AVAILABLE

COLLEGE FOUNDATION SERVICE

Bladen Technical Institute serves students directly as a disbursing agency for the College Scholarship Service which makes loans to students in varying amounts with low interest and long-repayment periods. This is a non-profit organization located in Raleigh, N. C. Applications for these loans are available from the Director of Student Personnel Services.

EDUCATIONAL OPPORTUNITY GRANTS

This program of direct grants of financial aid is available to students from low-income families who would not be able to attend Bladen Technical Institute without such help. Grants are made to help cover expenses necessary for the student to continue at Bladen Technical Institute, and must be marked by workstudy.

COLLEGE WORK-STUDY PROGRAM

Bladen Technical Institute participates in the College Work-Study Program which provides on campus work opportunity for students needing financial assistance to attend school. Work is available for students to assist in the library, faculty and administrative offices, bookstore, laboratories, shops, and building maintenance. Students working under this program are paid in cash monthly for the work performed.

G. I. BILL

Eligible students should contact the local Veteran's Service Officer.

VOCATIONAL REHABILITATION

Physically handicapped students should contact the local Director of Vocational Rehabilitation.

SOCIAL SERVICES BENEFITS

Students whose family is receiving public assistance should contact the local Social Services Office.

SOCIAL SECURITY

Students who have parents receiving social security benefits may be eligible for certain additional benefits. Contact Social Security Office.

MISCELLANEOUS

M. D. T. A.-Funds available to students for low income families through the Employment Security Commission. The student may be paid a subsistence and travel allowance plus tuition and fees. Contact nearest Employment Security Commission Office.

Social Security-Benefits may be paid for students under 22 years of age who had one or more deceased parents that were covered by Social Security. Contact the nearest Social Security Office in the area.

Veterans Benefits-Veterans, widows, and children of deceased veterans are entitled to certain educational benefits under provisions of U. S. Code 38. The local V. A. Officer in each county will assist with the paperwork.

Vocational Rehabilitation-Vocational Rehabilitation is available to certain handicapped students. This is a cooperative effort with the N. C. Department of Public Instruction.

HOUSING

The Institute does not provide living accomodations; however, the office of Student Services will help students locate suitable and convenient accommodations who desire or need such accommodations.

HONOR ROLL

Bladen Tech traditionally recognizes students of outstanding academic achievement by naming them to the roll of honor. To be selected for this recognition, a student must attain a grade of B or higher on all subjects attempted.

Students who attain A's on all courses are named to high honors.

SPORTS AND RECREATION

Recreation facilities and equipment are provided for students. Both indoor and outdoor recreation equipment including chess, checkers, cards, billiards, television, horse-shoes, basketball, volleyball, badminton, etc. are available to students and are readily accessible through the office of Student personnel Services.

Bladen Technical Institute is a member of the Eastern North Carolina Community College Basketball Conference and participates in regularly scheduled games within the conference. The conference is made up of technical institutes and community colleges in Eastern North Carolina and is divided into two divisions: Northern and Southern. Bladen Tech is in the Southern Division of the Conference.

STUDENT GOVERNMENT ASSOCIATION

The Bladen Technical Institute Student Government Association Steering Committee is currently writing a new constitution to govern the Student Government Association of the Student Body of Bladen Technical Institute.

Members of the Student Government Association will serve on faculty planning committees and serve as consultants on policy making bodies within the institution. The members will be elected by their fellow students.

To be eligible for membership in the Student Government Association, a student must meet the academic, personal and character standards as set forth in the Student Government Constitution.

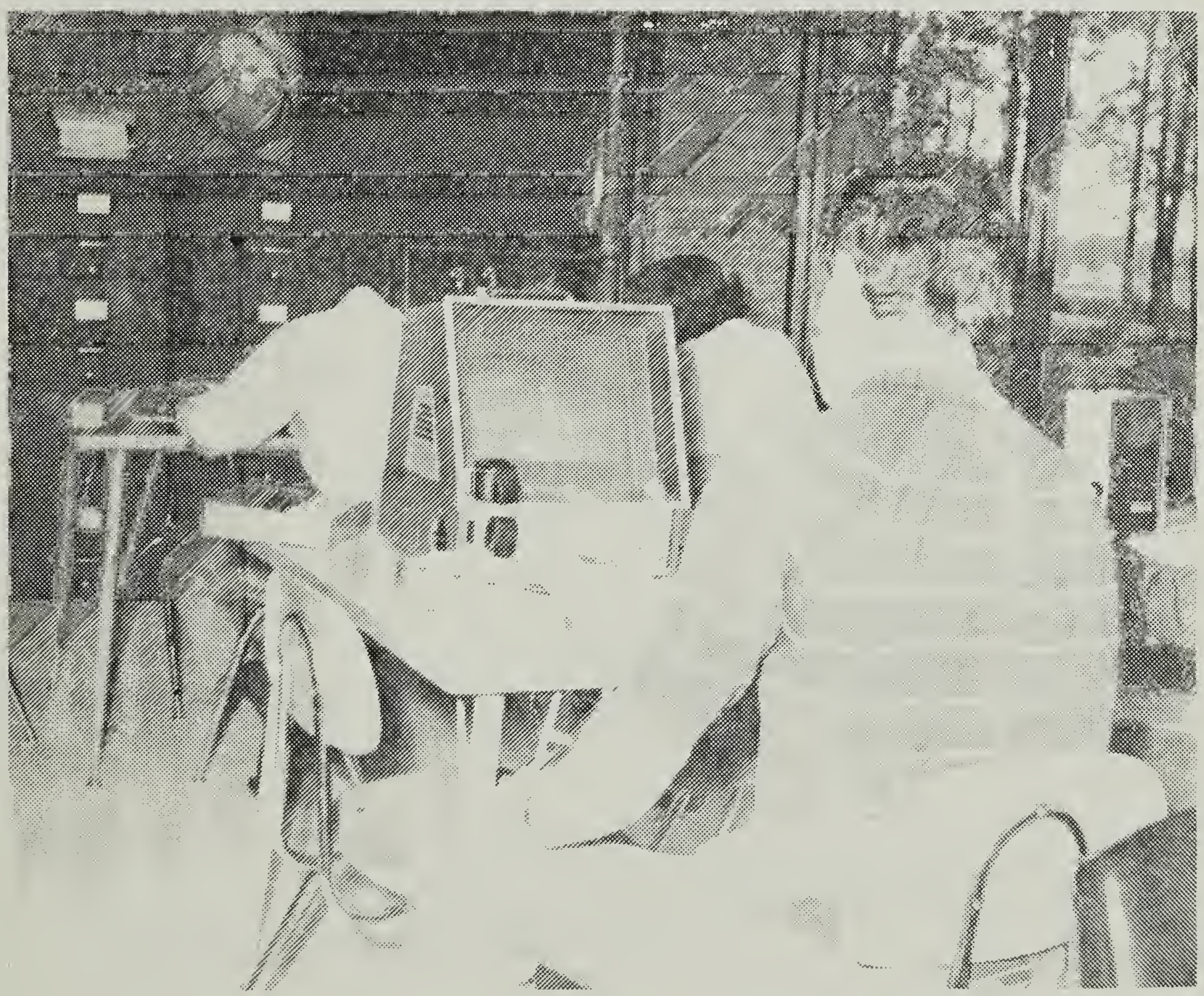
Technical Education

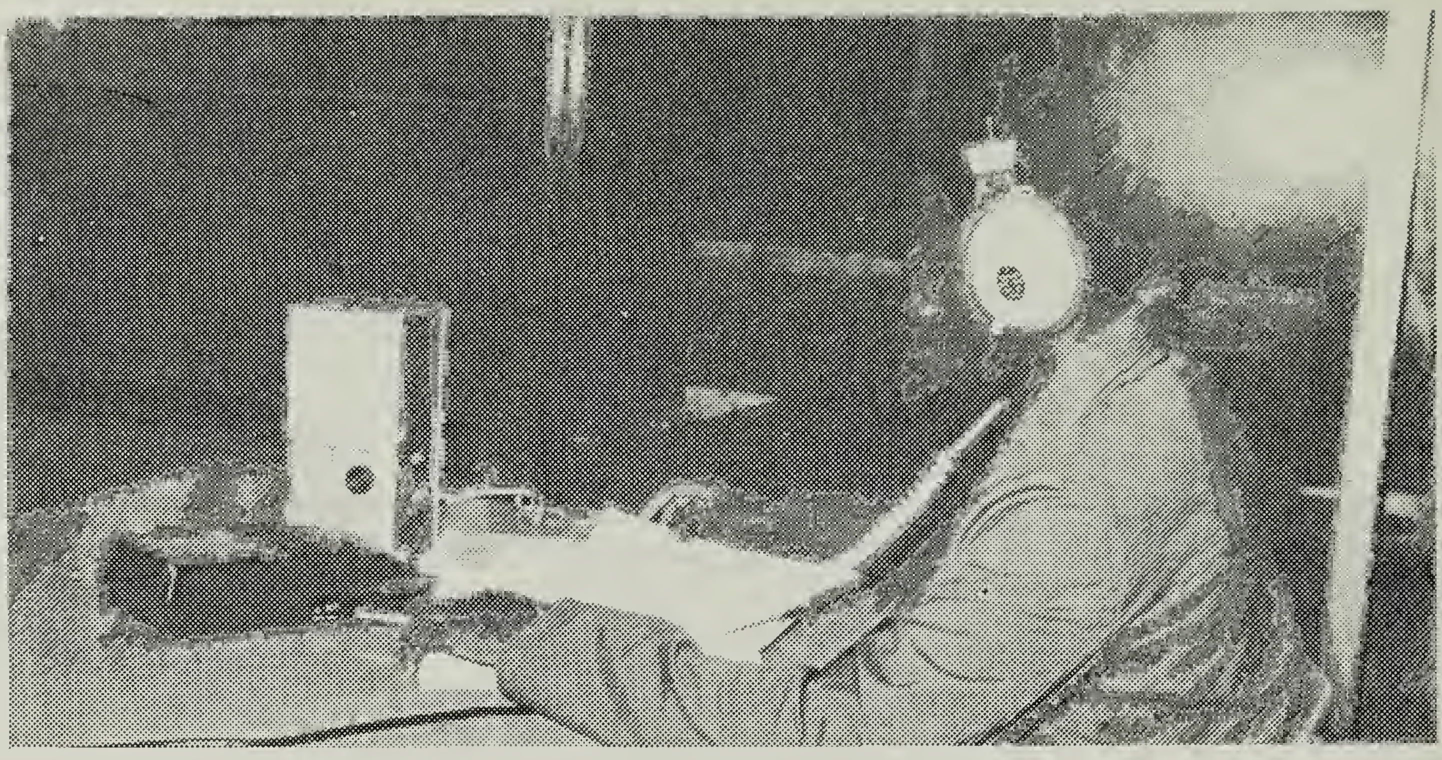
The technical curricula emphasize and consist of highly specialized occupational areas. Programs offered are designed to meet the increasing demand in business and industry for technicians. The technicians interpret and implement the plans of Engineers, Professionals, and the top management, thereby acting as the vital intermediaries between the actual planners and the worker users.

A student choosing to enter a technical program must be a high school graduate or its equivalent and possess aptitude requirements applicable to the course of his choosing. The student is awarded an Associate Science Degree upon successful completion of a technical curriculum program.

Technical curricula offered at Bladen Technical Institute include the following:

Agricultural Science and Mechanization
General Education - College Transfer Option
General Office Technology
Health Professionals Assistant
Medical Laboratory Assistant
Medical Office Assistant
Secretarial Science - Executive
Civil Engineering Technology
Biological Research Technology
Business Administration
Industrial Management





AGRICULTURAL SCIENCE AND MECHANIZATION

This curriculum provides a training program for developing the basic knowledge and skills needed for the successful operation and management of a general farming program involving crops and livestock. There is a growing scarcity of young men trained in basic agriculture science and mechanics. Larger farming operations require more mechanization and tremendous outlays of capital. Therefore, the need for trained farmers becomes increasingly critical. The objective of this curriculum is to provide the managerial and operative training needed for successful farm operation.

The graduate of the General Agriculture and Mechanics curriculum is trained to manage and operate a farm. In addition, he should be able to perform most of the repairs to buildings and equipment as well as perform the necessary electrical, construction, and plumbing requirements pertaining to the farm operation.

		Hours Per Week		Quarter Hours
FIRST QUARTER		Class	Lab	Credit
T-AGR 215	Farm Tractor Repair & Maintenance	3	4	5
T-AGR 123	Ornamental Horticulture	3	0	3
T-AGR 124	Plant Propagation	0	2	1
		6	6	9
SECOND QUARTER				
T-AGR 119	Techniques of Welding	1	6	3
T-AGR 107	Farm Records & Taxes	3	2	4
		4	8	7
THIRD QUARTER				
T-AGR 122	Farm Machinery, Repair & Maintenance	3	4	5
T-AGR 205	Agricultural Marketing	3	2	4
		6	6	9

		Hours Per Week		
		Class	Lab	Credit
FOURTH QUARTER				
T-AGR 222	Farm Electrification	3	4	5
T-AGR 185	Soil Science & Fertilizers	3	2	4
		6	6	9
FIFTH QUARTER				
T-AGR 141	Surveying	3	4	5
T-AGR 127	Animal Nutrition	3	2	4
		6	6	9
SIXTH QUARTER				
T-AGR 128	Farm & Home Construction	3	4	5
T-AGR 135	Agricultural Law	2	0	2
T-AGR 136	Agricultural Math	3	0	3
		8	4	10
SEVENTH QUARTER				
T-AGR 133	Farm Water & Plumbing Systems	3	4	5
T-AGR 134	Tobacco Production	3	2	4
		6	6	9
EIGHTH QUARTER				
T-AGR 137	Farm & Home Appliance Repair	3	4	5
T-AGR 139	Fertilizers & Lime	2	0	2
T-AGR 140	Vegetable Production	1	2	2
		6	6	9
NINTH QUARTER				
T-AGR 201	Agricultural Chemicals I	5	2	6
T-AGR 232	Grain Production	3	2	4
		8	4	10
TENTH QUARTER				
T-AGR 202	Agricultural Chemicals II	3	2	4
T-AGR 290	Soil & Water Conservation	3	4	5
		6	6	9
ELEVENTH QUARTER				
T-AGR 261	Fruit (Berries) Production	2	4	4
T-AGR 246	Small Gasoline Engines	2	4	4
		4	8	8
TWELFTH QUARTER				
T-AGR 291	Irrigation Systems, Maintenance & Repair	3	4	5
T-AGR 299	New Techniques in Farming	3	2	4
		6	6	9

BIOLOGICAL RESEARCH TECHNOLOGY

The curriculum in Biological Research Technology will prepare students for entry into the extremely important and rapidly growing field of scientific and agricultural research - involving the development, testing, production, and use of pesticides, chemicals, biologicals, plant strains, and animals. Governmental and industrial agencies conduct basic and developmental research on a wide variety of agricultural materials, products and methods. The scope of activities within the field is practically unlimited.

Agricultural research will be a dominant factor in the continued development of the agricultural industry in North Carolina. The trend towards larger farming operations, greater automation and the development of new products, materials, methods, and equipment will make skilled technicians a necessity for successful agricultural development.

Upon graduation from this curriculum, an individual should qualify for positions with state and federal experiment stations and farms; research centers of pharmaceutical, fertilizer, and chemical companies; large farms; and sales and service organizations. The multiplicity of job opportunities places this program in a unique position for providing positions with futures.

BIOLOGICAL RESEARCH TECHNOLOGY

Course Title		Hours Per Week		
		Class	Lab	Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-MAT 101	Technical Mathematics	5	0	5
T-AGR 185	Soil Science and Fertilizers	3	4	5
T-AGR 197	Introduction to Agricultural Research	2	4	4
		13	8	17
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-MAT 214	Statistics	5	0	5
T-CHM 101	Chemistry	4	2	5
T-AGR 170	Plant Science	3	4	5
		15	6	18
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-AGR 104	Introduction to Agricultural Economics	3	2	4
T-AGR 125	Animal Science	3	4	5
T-AGR 145	Entomology	2	2	3
T-AGR 271	Field Crops	3	4	5
		14	12	20
FOURTH QUARTER				
T-AGR 199	Cooperative Work Experience	0	440	18
FIFTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-HOR 150	General Horticulture	3	4	5
T-AGR 201	Agricultural Chemicals	3	4	5
T-AGR 201	Farm Forestry	2	4	3
T-AGR 298	Special Problems	1	4	3
		12	16	19
SIXTH QUARTER				
	Social Science Elective			3
T-AGR 127	Animal Nutrition	4	4	5
T-AGR 228	Livestock Diseases and Parasites	3	4	5
				3
				16
SEVENTH QUARTER				
	Social Science Elective			3
T-EDP 104	Introduction to Data Processing Systems	3	2	4
T-AGR 155	Plant	2	4	4
T-AGR	Agricultural Electives			6
				17

BUSINESS ADMINISTRATION TECHNOLOGY

The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business. Objectives of this curriculum are to develop an understanding of the principles of organization and management in business operations, effective communications for business, and human relations as they apply to the successful operations in the rapidly expanding business economy.

The graduate of the Business Administration Curriculum may enter a variety of careers from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate may include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as: advertising; banking; credit; finance; retailing; wholesaling; hotel; travel industry; insurance; transportation; and communications.

BUSINESS ADMINISTRATION TECHNOLOGY

Course Title		Hours Per Week		
		Class	Lab	Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-MAT 110	Business Mathematics	3	4	5
T-BUS 101A	Introduction to Accounting	3	4	5
T-BUS 102	Typing	2	3	3
T-BUS 110	Office Machines	2	3	3
		13	14	19
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 120	Accounting I	2	8	6
T-BUS 115	Business Law	1	4	3
T-ECO 102	Economics	1	4	3
T-BUS 123	Business Finance	2	4	4
		9	20	19
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 121	Accounting II	2	8	6
T-BUS 116	Business Law	1	4	3
T-BUS 124	Business Finance	2	4	4
T-ECO 104	Economics	1	4	3
		9	20	19
FOURTH QUARTER				
T-ENG 204	Oral Communications	3	0	3
T-EDP 104	Introduction to Data processing	3	2	4
T-BUS 219	Credit Prodecures & Problems	1	4	3
T-BUS 225	Cost Accounting	3	2	4
T-BUS 222	Accounting III	2	8	6
		12	16	20
FIFTH QUARTER				
T-ENG 206	Business Communications	3	0	3
T-PSY 206	Applied Psychology	1	4	3
T-BUS 247	Business Insurance	1	4	3
T-BUS 201	Business Management	2	6	4
T-BUS 223	Accounting IV	2	8	6
		9	22	19
SIXTH QUARTER				
T-POL 201	United States Government	1	4	3
T-BUS 229	Taxes	3	2	4
T-BUS 272	Principles of Supervision	1	4	3
T-BUS 271	Office Management	1	4	3
T-BUS 255	Interpreting Accounting Records	1	4	3
		7	18	16

CIVIL ENGINEERING TECHNOLOGY

The large and varied construction industry provides excellent opportunities for the individual with ability and training. Depending on the organization and the size of the construction project, the technician may work directly with an engineer or with skilled craftsmen or he may function as a liaison between them.

An individual upon graduating from this program should qualify for various jobs such as Instrument Man, Party Chief, Quantity Survey Man, Material Tester (Laboratory Testing), Expediter, Field Clerk, Materials Man, Construction Equipment and Materials Salesman, and Field Draftsman. Upon gaining sufficient construction experience, the technician has the opportunity of advancing into positions such as Contractor, Construction Superintendent, Engineering Aide, Surveyor, Estimator, Inspector on Construction Jobs, and City Building Inspector.

CIVIL TECHNOLOGY

Course Title		Hours Per Week		
		Class	Lab	Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-MAT 101	Technical Mathematics	5	0	5
T-PHY 101	Physics: Properties of Matter	3	2	4
T-DFT 101	Technical Drafting	0	6	2
T-CIV 101	Surveying	2	6	4
		13	14	18
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-MAT 102	Technical Mathematics	5	0	5
T-PHY 102	Physics: Work, Energy, Power	3	2	4
T-DFT 102	Technical Drafting	0	6	2
T-CIV 114	Statics	5	0	5
		16	8	19
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-MAT 103	Technical Mathematics	5	0	5
T-PHY 103	Physics: Electricity	3	2	4
T-CIV 102	Surveying	2	6	4
T-CIV 216	Strength of Materials	3	6	4
		16	10	20
FOURTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-CIV 201	Properties of Engineering Materials	2	3	3
T-CIV 103	Surveying	2	6	4
T-CIV 218	Plain Concrete	3	3	4
T-CIV 217	Construction Methods and Equipment	3	2	4
		13	14	18
FIFTH QUARTER				
	Social Science Elective	3	0	3
T-CIV 220	Construction Planning	2	3	3
T-CIV 202	Properties of Soils	2	3	3
T-CIV 223	Codes, Contracts and Specifications	2	0	2
	Electives			5
		9	6	16
SIXTH QUARTER				
	Social Science Elective	3	0	3
T-CIV 225	Construction Estimates and Costs	3	6	5
T-CIV 227	Construction of Roads and Pavements	3	2	4
	Electives			5
		9	8	17

GENERAL EDUCATION-COLLEGE TRANSFER OPTION

This program is a cooperative effort between Bladen Technical Institute, Dublin, North Carolina, and the University of North Carolina (UNC) at Wilmington. Bladen Technical Institute provides the facilities and UNC at Wilmington provides the instructional faculty.

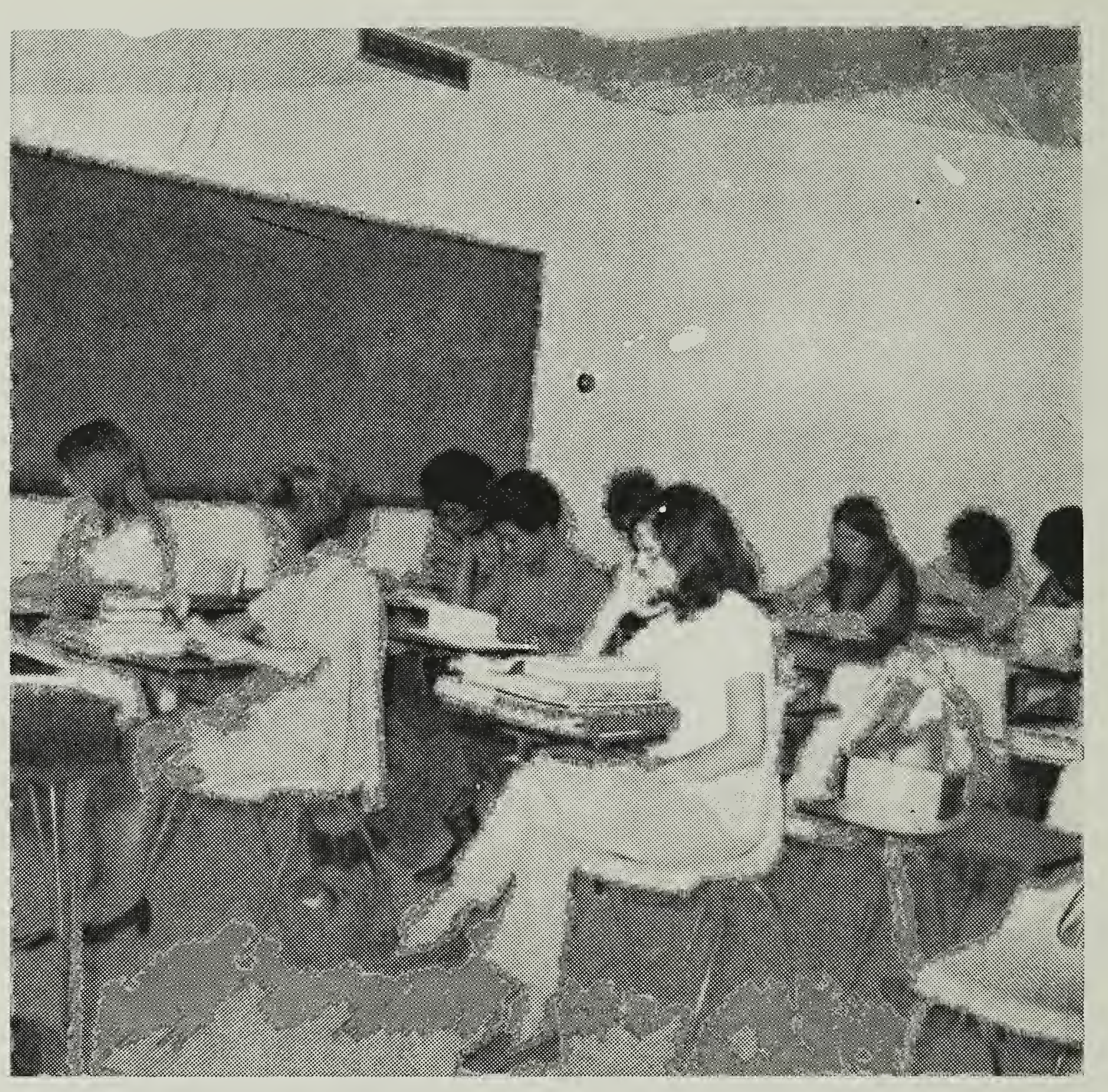
The two main objectives of this program are: to provide the student with a general education in the humanities and social sciences leading to the two-year associate degree, and or to provide the student with the freshman level of course work leading to the four-year baccalaureate degree.

Students enrolled in this program will be pursuing the two-year Associate Degree in General Education. However, all courses listed during the first four quarters will be accepted by UNC at Wilmington as a full sophomore, or he may continue his studies at Bladen Technical Institute for the full two years, and then receive the Associate Degree in General Education.

It will be possible for a person to pursue this program on a part-time basis, providing the proper course sequence is observed.

GENERAL EDUCATION-COLLEGE TRANSFER OPTION

Course Title		Hours Per Week Class	Lab	Credit
FIRST QUARTER				
ENG 101	Composition	5	0	5
HIS 231	American History before 1865	5	0	5
ECO 221	Principles of Economics	5	0	5
		15	0	15
SECOND QUARTER				
ENG 102	Composition	5	0	5
MAT 101	College Math	5	0	5
HIS 232	American History after 1865	5	0	5
		15	0	15
THIRD QUARTER				
ENG 211	Great British Writers	5	0	5
MAT 102	College Math	5	0	5
MUS 115	Survey of Music Literature	5	0	5
		15	0	15
FOURTH QUARTER				
ENG 212	Great British Writers	5	0	5
SOC 122	Modern Social Problems	5	0	5
T-ECO 222	Principles of Economics	5	0	5
		15	0	15
FIFTH QUARTER				
T-BUS 102C	Typing	2	3	3
T-ECO 108C	Consumer Economics	5	0	5
T-ENG 204C	Public Speaking	5	0	5
SOC 222	Marriage & the Family	5	0	5
		17	3	18
SIXTH QUARTER				
T-ECO 102C	Economic History	5	0	5
T-ENG 206C	Business Correspondence	5	0	5
T-PSY 112C	Psychology of the Personality	5	0	5
T-BUS 103C	Typing	2	3	3
		17	3	18



GENERAL OFFICE TECHNOLOGY

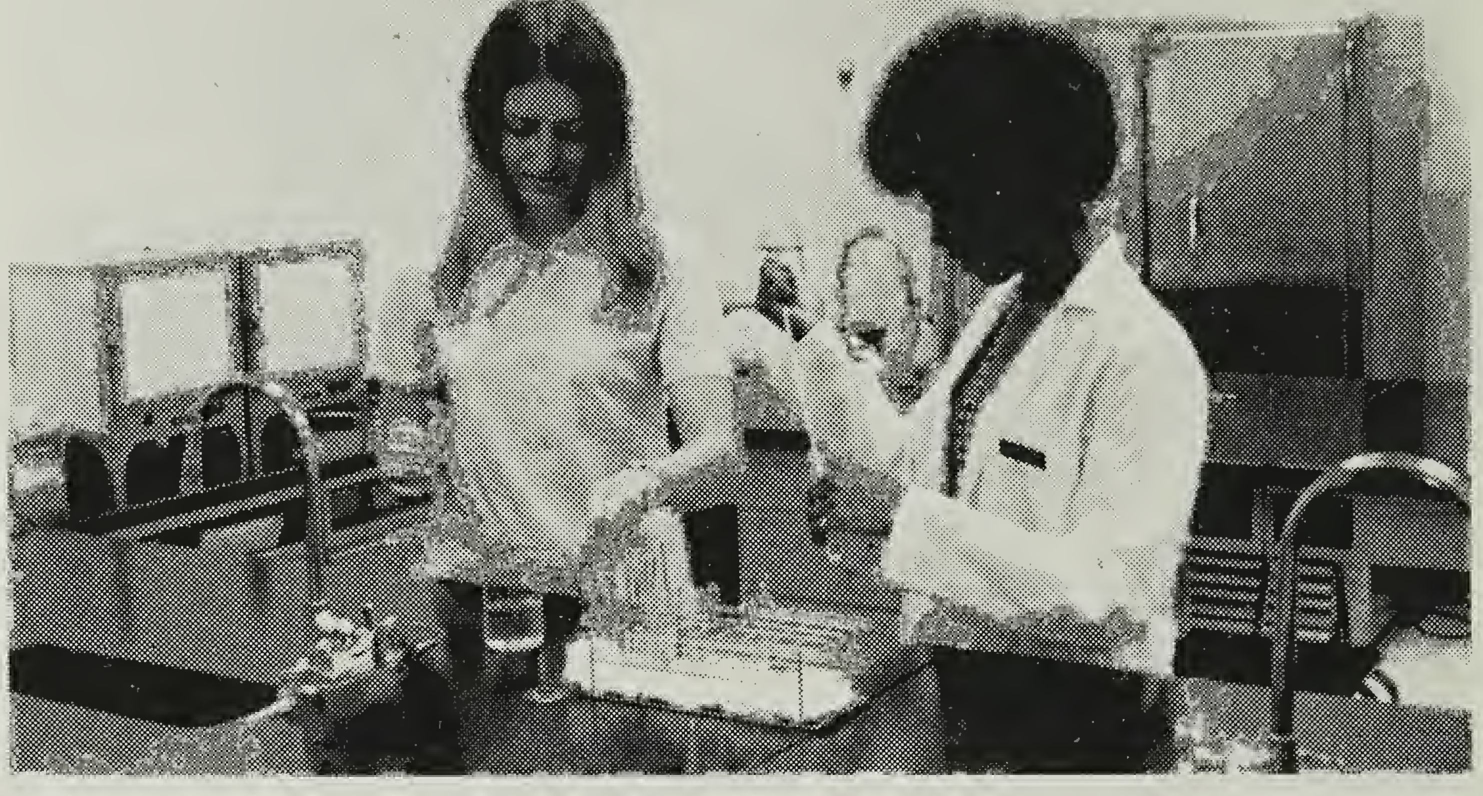
More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Occupations curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and applied psychology.

The graduate of the General Office Occupations curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

Course Title		Hours Per Week		
		Class	Lab	Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting	2	3	3
T-MAT 110	Business Mathematics	3	4	5
T-BUS 101	Introduction to Business	3	4	5
T-ECO 102	Economics	1	4	3
		12	15	19
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 103	Typewriting	2	3	3
T-BUS 110	Office Machines	2	3	3
T-BUS 115	Business Law	1	4	3
T-BUS 120	Accounting	2	8	6
		10	18	18
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 104	Typewriting	2	3	3
T-BUS 112	Filing	1	4	3
T-BUS 116	Business Law	1	4	3
T-BUS 121	Accounting	2	8	6
		9	19	18
FOURTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-BUS 205	Advanced Typewriting	2	3	3
T-BUS 211	Office Machines	2	3	3
T-BUS 232	Sales Development	1	4	3
T-BUS 212	Machine Transcription-Business	1	4	3
	Elective	3	2	4
		12	16	19
FIFTH QUARTER				
T-ENG 206	Business Communication	3	0	3
T-BUS 213	Office Procedures	3	2	4
T-EDP 104	Introduction to DP Systems	3	2	4
	Social Science Elective	3	2	4
	Elective	2	6	6
		14	12	21
SIXTH QUARTER				
T-BUS 271	Office Management	1	4	3
T-BUS 229	Taxes	3	2	4
T-BUS 201E	Typing Office Practice	2	3	3
	Social Science Elective	1	4	3
	Elective	1	4	3
		8	17	16



HEALTH PROFESSIONALS ASSISTANTS

There is an established need for the Health Professions (Chiropractic, Dentistry, Medicine, Osteopathy) Assistant due to the ever increasing demands placed upon the practicing physician. This organized educational program, designed to develop a high degree of technical knowledge and skill, will materially aid and relieve the busy physician.

The curriculum is designed to prepare qualified persons to act as assistants to the physician in the office or clinic, functioning directly under the supervision of the physician.

The overall program is developed to produce an individual schooled in the social and biological sciences and clinical applications incident thereto which will prepare her to perform efficiently and effectively as a Health Professions Assistant.

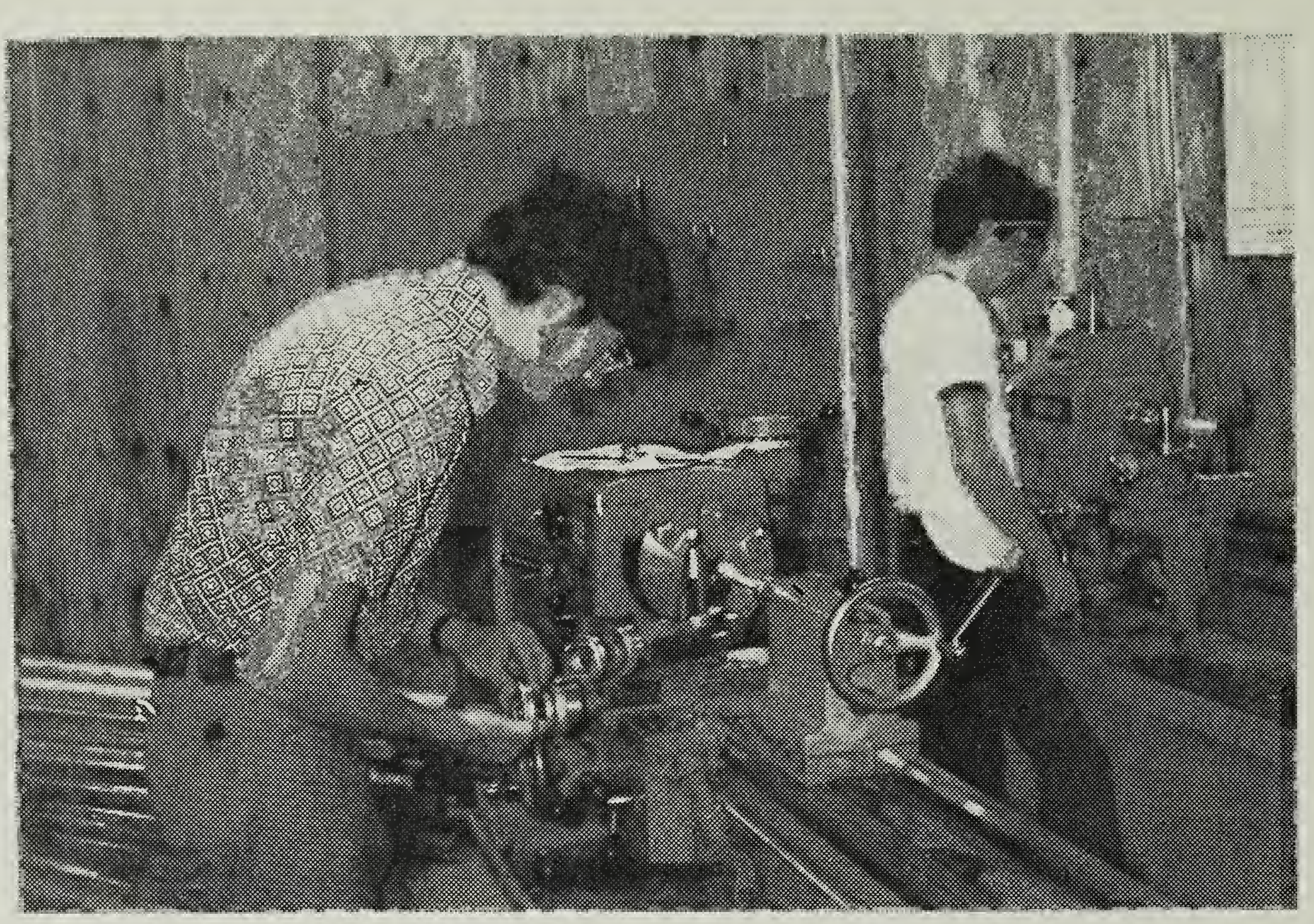
The diversity of the curriculum is primarily formulated to prepare a person to assist any licensed physican in all phases of office management and clinical applications. Tasks to be performed, however, will vary with the type of facility and individual interests of the supervising physician.

The scope of the curriculum is such that the student, upon receiving her certificate, will be well qualified to perform efficiently in a variety of job descriptions in major fields of the healing arts: chiropractic, dentistry, medicine, and osteopathy.

HEALTH PROFESSIONALS ASSISTANT

Course Title		Hours Per Week		
		Class	Lab	Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-BIO 101	Biology	4	2	5
T-CHM 101	Chemistry	4	3	5
T-HEA 101	Health Professions	2	3	3
	Typing or Elective+	2	3	3
		15	11	19
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-CHM 102	Chemistry II	3	6	6
T-BIO 102	Bacteriology	3	2	4
T-BIO 110	Anatomy & Physiology I	3	6	6
		12	14	19
THIRD QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-BIO 111	Anatomy & Physiology II	3	6	6
T-BIO 103	Bacteriology II	3	2	4
T-BUS 120	Accounting	2	8	6
		11	16	19
SUMMER QUARTER (Six Weeks)++				
T-HEA 110	Internship	0	40	2
FOURTH QUARTER				
T-ENG 206	Business Communication	3	0	3
T-BUS 214	Secretarial Procedures	2	3	3
T-BUS 113	Terminology & Vocabulary (Medical)	1	4	3
T-HEA 202	Laboratory Techniques	5	6	7
		11	13	16
FIFTH QUARTER				
T-PSY 206	Applied Psychology	1	4	3
T-BUS 271	Office Management	1	4	3
T-BUS 105	Medical Insurance & Records	2	3	3
T-HEA 203	Physical Therapy Techniques	5	6	7
	Elective	3	0	3
		12	17	19
SIXTH QUARTER				
T-ECO 102	Economics	1	4	2
T-BUS 218	Medical Law & Ethics	1	2	2
T-HEA 204	Office Nursing	5	6	7
T-HEA 205	Office Application	5	6	7
		12	18	18
SUMMER QUARTER (Eight Weeks)++				
T-HEA 210	Internship	0	40	3

+Typing required if student does not have proficiency of 35 wpm.
++It is necessary that a supervised internship be an integral part of this program and will be provided for during the summer quarters at the end of the first and second years of study in the program.
NOTE: The above curriculum outline is intended as a guide only. Order of course and meeting hours are subject to change at the discretion of the Administration.



INDUSTRIAL MANAGEMENT

Industrial needs in positions of supervision and middle-management have grown extensively with the development of new methods of manufacturing and with the increase in the national economy. This need has added emphasis to the necessity for well-trained individuals who can understand new methods and keep abreast of trends in the economy. The supervisor and persons in middle-management must be concerned daily with human behavior and the psychological factors which affect personnel working under their direction. They must also be conscious of the responsibilities of their position toward the total economic well-being of the industry.

These requirements have set forth the objectives in developing this program to prepare people for supervisory and middle-management responsibilities in industry.

The program is prepared to develop the individual's abilities in the art of communicating with his fellow worker by providing him with training in business and industrial management, psychology, production methods, and the general and social education which broadens one's perspective. This training should provide one with the opportunity to enter into an industrial occupation and with experience, assume the responsibilities that go with supervisory and middle-management positions in industry.

INDUSTRIAL MANAGEMENT

Course Title		Hours Per Week		
		Class	Lab	Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-ECO 102	Economics or Consumer Economics	3	0	3
T-ISC 120	Principles of Industrial Management	3	2	4
		19	2	20
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
E-ECO 104	Economics or Consumer Economics	3	0	3
T-BUS 123	Business Finance	3	0	3
T-PSY 206	Applied Psychology	3	0	3
T-ISC 210	Job Analysis and Evaluation	3	2	4
T-BUS 115	Business Law	3	0	3
		18	2	19
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-ISC 231	Manufacturing Cycles	5	0	5
T-ISC 211	Work Measurement	3	2	4
T-ISC 102	Industrial Safety	3	0	3
T-BUS 272	Principles of Supervision	3	0	3
		17	2	18
FOURTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-ISC 207	Foremanship Supervision	3	2	4
T-BUS 233	Personnel Management	3	0	3
T-MEC 213	Production Planning	3	3	4
T-BUS 239	Marketing	5	0	5
		17	5	19
FIFTH QUARTER				
	Social Science Elective	3	0	3
T-ISC 202	Quality Control	3	2	4
T-ISC 209	Plant Layout	3	2	4
T-ECO 201	Labor Economics and Labor Relations	3	2	4
	Elective			3
		12	6	18
SIXTH QUARTER				
	Social Science Elective	3	0	3
T-ISC 220	Management Problems	3	0	3
T-ISC 204	Value Analysis	3	0	3
	Elective			5
		9	0	14

+"Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour for each three hours of laboratory.

MEDICAL ASSISTANT

The role of the medical assistant is becoming more significant and responsible since the physician today relies more on this person to assist him in the office, clinic or out-patient department. Awareness of educators and physicians alike, has created an increasing demand for an organized educational program. The medical office assistant is prepared to function under the direct supervision of the physician.

The program provides a foundation of knowledge from the biological and social sciences. The seminar and the clinical experience provide opportunities to develop human relation skills, to gain an overview of the functions performed in the various clinical settings, and to develop understanding of the role of the medical assistant.

After completion of a program, and one year's experience in a physician's office, the applicant can take the national certification examination and become a certified medical assistant.

MEDICAL ASSISTANT

Course Title		Hours Per Week		
		Class	Lab	Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-BIO 110	Human Anatomy and Physiology I	4	2	5
+T-BUS 102	Typing I or Elective	2	3	3
T-HEA 123	Medical Terminology and Vocabulary I	3	0	3
T-HEA 103	Orientation to Medical Assisting	3	0	3
		15	5	17
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BIO 111	Human Anatomy and Physiology II	4	2	5
T-HEA 133	Medical Terminology and Vocabulary II	3	0	3
T-BUS 218	Medical Law, Ethics and Economics	3	0	3
T-SOC 201	Introduction to Sociology	5	0	5
		18	2	19
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BIO 112	Human Anatomy and Physiology III	4	2	5
T-BUS 214	Secretarial Procedures	3	2	4
T-HEA 104	Medical Assisting, Administrative	4	3	5
		14	7	17
FOURTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-HEA 201	Medical Assisting I	2	6	4
T-HEA 215	Laboratory Orientation I	2	6	4
T-PSY 201	Introduction to Psychology	5	0	5
	Elective	3	0	3
		15	12	19
FIFTH QUARTER				
T-HEA 222	Medical Assisting II	3	6	5
T-HEA 225	Laboratory Orientation II	3	6	5
T-BUS 110	Business Mathematics	5	0	5
	Elective	3	0	3
		14	12	18
SIXTH QUARTER				
T-BUS 120	Accounting	5	2	6
T-HEA 213	Medical Assisting III Practicum	0	24	8
T-HEA 214	Medical Assisting Seminar	9	0	4
		9	26	18

+If student types 40 words a minute, he may choose an elective.

SECRETARIAL TECHNOLOGY - EXECUTIVE

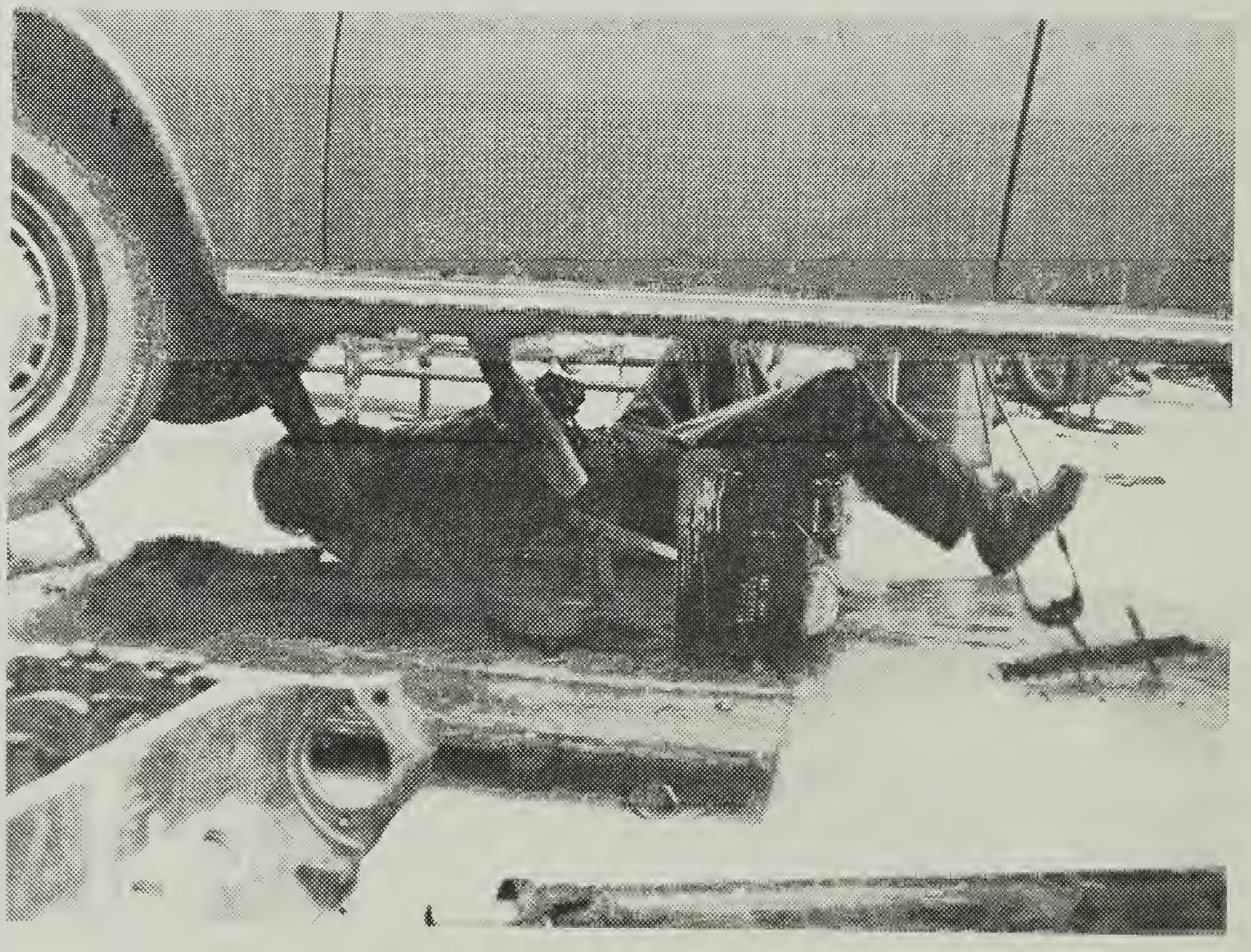
The purpose of the Executive Secretary Curriculum is to provide students with training in the accepted procedures required by the business world. It is designed to give students the necessary secretarial training in typing, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, and reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and assisting an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARY

Course Title		Hours Per Week		
FIRST QUARTER		Class	Lab	Credit
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting	2	3	3
T-MAT 110	Business Mathematics	3	4	5
T-BUS 101	Introduction to Business	3	4	5
T-BUS 106	Shorthand (or Elective)	3	2	4
		14	13	20
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 103	Typewriting (or Elective)	2	3	3
T-BUS 107	Shorthand	3	2	4
T-BUS 110	Office Machines	2	3	3
T-BUS 115	Business Law	1	4	3
		11	12	16
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 104	Typewriting	2	3	3
T-BUS 108	Shorthand	3	2	4
T-BUS 120	Accounting	2	8	6
T-BUS 112	Filing	1	4	3
		11	17	19
FOURTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-BUS 206E	Dictation & Transcription (Executive)	3	2	4
T-BUS 205	Advanced Typewriting	2	3	3
T-BUS 211	Office Machines	2	3	3
T-EDP 104	Introduction to Data Processing System	3	2	4
		13	10	17
FIFTH QUARTER				
T-ENG 206	Business Communication	3	2	4
T-BUS 207	Dictation & Transcription (Executive)	3	2	4
T-BUS 214	Secretarial Procedures	2	3	3
	Social Science Elective	1	4	3
	Elective	2	8	6
		11	19	20
SIXTH QUARTER				
	Social Science Elective	1	4	3
T-BUS 208E	Dictation and Transcription (Executive)	3	2	4
T-BUS 271	Office Management	1	4	3
	Elective	2	8	6
		7	18	16

VOCATIONAL EDUCATION



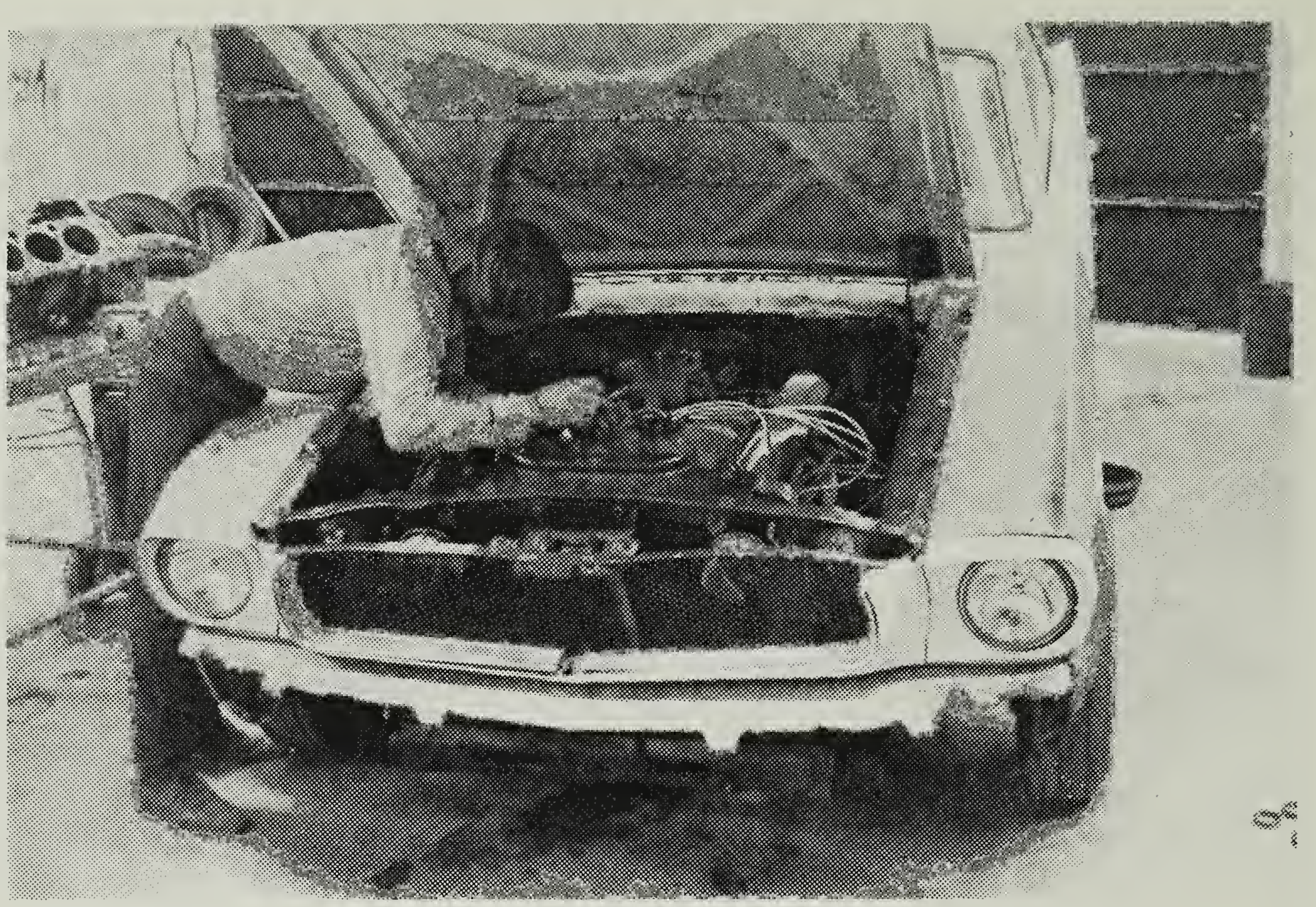
VOCATIONAL EDUCATION

To be admitted to the regular vocational program a person should have completed a minimum of eight units of high school credit or equivalent. High School Completion or Equivalent may be required of some vocational programs due to the preference of business and industry for high school graduates, and the course of study might necessitate a good background of math and science to enable the student to succeed in the specific course of study. Courses of study that will help a student to eliminate any deficiencies required are available at this institution.

The student is awarded a diploma upon successful completion of a vocational curriculum program.

Vocational curricula offered at Bladen Technical Institute include the following:

Cosmetology
Equipment and Vehicular Repair
Industrial Maintenance
Medical Laboratory Assistant
Nursing Assistant
Light Construction
Welding



EQUIPMENT AND VEHICULAR REPAIR

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust power vehicles and equipment. Manual skills are developed in practical shop work. Thorough understanding of the operating principals involved comes in the class and shop.

Complexity of power vehicles and equipment increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses, tractors, and a variety of powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles and equipment change year by year.

EQUIPMENT AND VEHICULAR REPAIR

Course Title		Hours Per Week		
		Class	Lab	Credit
FIRST QUARTER				
PME 1101	Internal Combustion Engines	3	21	10
MAT 1101	Fundamentals of Math	1	4	3
ENG 1101	Reading Improvement	4	0	4
PSY 1101	Human Relations	3	0	3
		11	25	20
SECOND QUARTER				
PME 1102	Engine Electrical & Fuel Systems	3	21	10
ENG 1102	Communicative Skills	3	0	3
DFT 1101	Schematics & Diagrams	0	6	2
		6	27	15
THIRD QUARTER				
AUT 1123	Auto Chassis & Suspension Systems	2	15	7
AUT 1121	Braking Systems	2	6	4
PHY 1101	Applied Science	5	0	5
WLD 1101	Basic Gas Welding	0	6	2
		9	27	18
FOURTH QUARTER				
AUT 1124	Auto Power Train System	2	12	6
AUT 1125	Automotive Servicing	2	12	6
WLD 1102	Basic Arc Welding	0	6	2
BUS 1103	Small Business Operations	3	0	3
			30	17

COSMETOLOGY

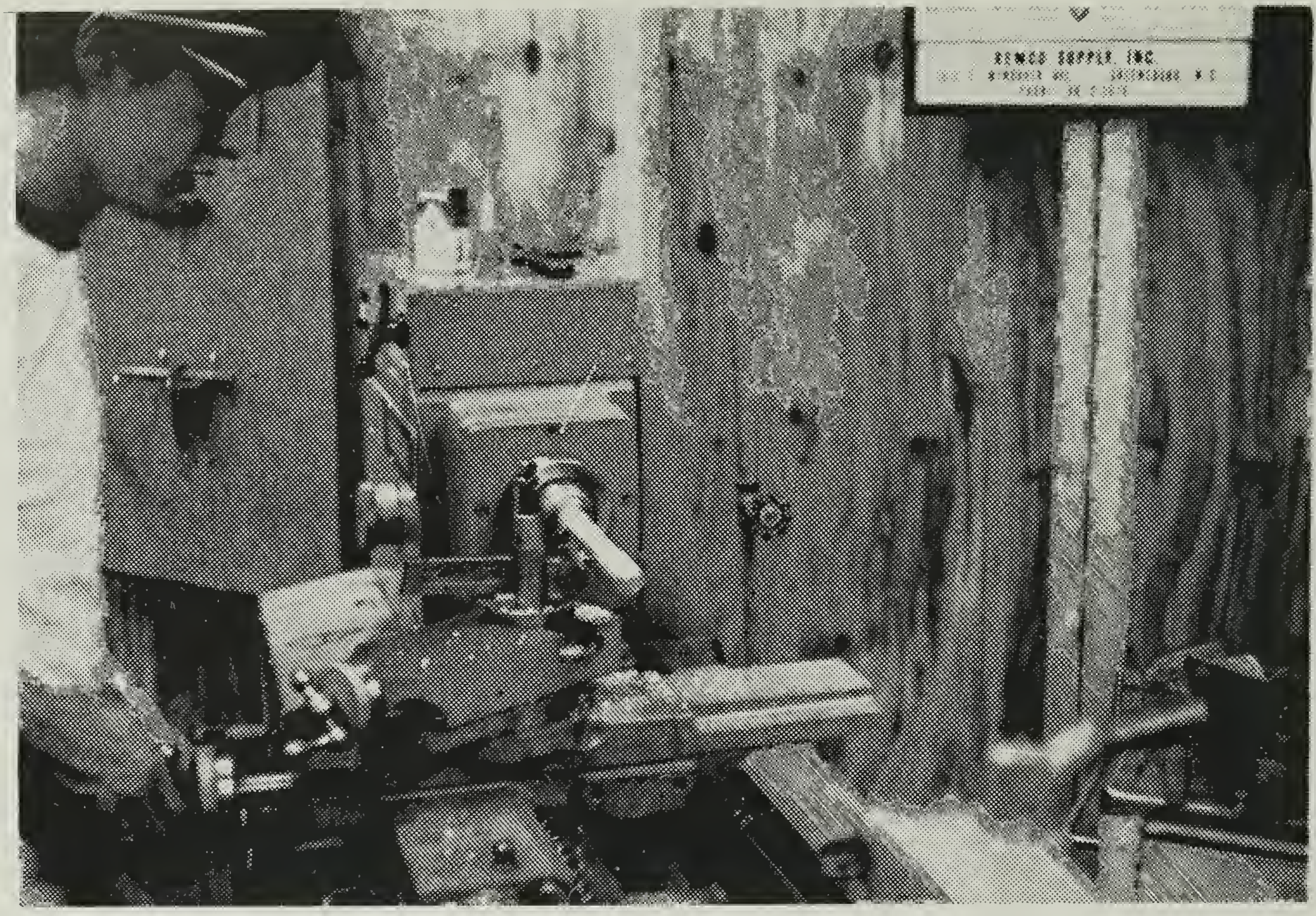
The Cosmetology Curriculum is designed to prepare the student for employment in the field of cosmetology. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling.

Upon the completion of this course, and the successful passing to a comprehensive examination administered by the North Carolina State Board of Cosmetic Art, a license is given. The cosmetologist is called upon to advise men and women on problems of make-up, and care of the hair, skin, and hands, including the nails.

COSMETOLOGY

Course Title		Hours Per Week		
		Class	Lab	Credit
FIRST QUARTER				
C1001	Scientific Study	42	63	6
C1011	Mannequin Practice	13	212	7
SECOND QUARTER				
C1002	Scientific Study	55	0	5
C1022	Clinical Application	0	275	8
THIRD QUARTER				
C1003	Scientific Study	55	0	5
C1033	Clinical Application	0	275	8
FOURTH QUARTER				
C1004	Scientific Study	55	0	5
C1004	Clinical Application	0	275	8

NOTE: The above curriculum outline is intended as a guide only. Order of course and meeting hours are subject to change at the discretion of the Administration.



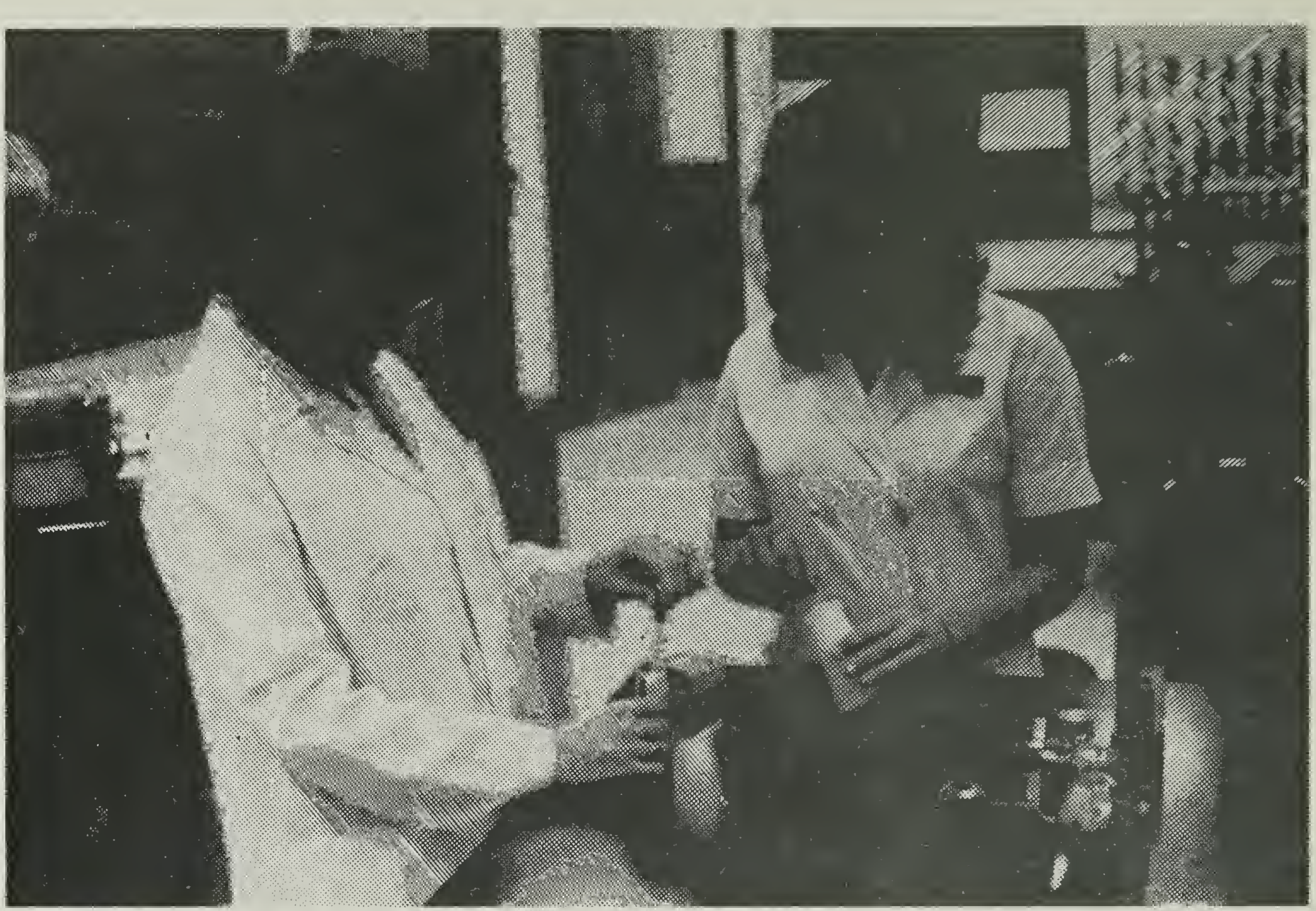
INDUSTRIAL MAINTENANCE

The curriculum in Industrial maintenance is designed to prepare students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

An industrial service man may be required to install, maintain, and service mechanical equipment; follow blueprints and sketches; service mechanical equipment; use hand tools; metal-working machines; measuring instruments, and testing instruments. He operates metal-working machines, such as the lathe, milling machine, and drill press, to make repairs. He uses the micrometer and calipers to verify dimensions. He assembles wires, insulation, and electrical components, and uses hand tools and soldering equipment. He also tests electrical circuits and components to locate shorts, faulty connections, and defective parts.

INDUSTRIAL MAINTENANCE

Course Title		Hours Per Week Class	 Lab	 Credit
FIRST QUARTER				
MEC 1211	Shop Practices I	5	12	9
DFT 1104	Drafting I	0	6	2
MAT 1101A	Industrial Math I	3	0	3
PHY 1101	Applied Science I	2	2	3
		10	20	17
SECOND QUARTER				
MEC 1212	Shop Practices II	5	12	9
DFT 1105	Drafting II	0	6	2
MAT 1101B	Industrial Math II	3	0	3
PHY 1102	Applied Science II	2	2	3
		10	20	17
THIRD QUARTER				
MEC 1213	Shop Practices III	5	12	9
DFT 1106	Blueprint Reading: Mechanical	0	6	2
MAT 1103	Vocational Math	3	0	3
PHY 1103	Applied Science III	2	2	3
		10	20	17
FOURTH QUARTER				
MEC 1204	Maintenance & Operations I	3	12	7
ENG 1101	Communicative Skills	3	0	3
PME 1101	Engines I	3	6	5
PSY 1101	Human Relations	3	0	3
		12	18	18
FIFTH QUARTER				
MEC 1205	Maintenance & Operations II	3	12	7
ENG 1102	Communicative Skills	3	0	3
PME 1102	Engines II	3	6	5
BUS 1105	Industrial Organizations	3	0	3
		12	18	18
SIXTH QUARTER				
MEC 1206	Maintenance & Operations III	3	12	7
ENG 1103	Communicative Skills	3	0	3
PME 1103	Engines III	3	6	5
ISC 1125	Supervision	3	0	3
		12	18	18



MEDICAL LABORATORY ASSISTANT

The Medical Laboratory Assistant works under the direct supervision of a medical technologist and/or a medical doctor. The assistant is taught to collect specimens, prepare slides, and perform routine laboratory tests. Although most of these persons will be employed in a hospital, a few will be hired by doctors to work in their offices, or by agencies conducting medical research. Only persons with a high sense of responsibility and the ability to do careful, scientific work should consider this field of employment.

The Medical Laboratory Assistant training program is separated into two sections of six months each. During the first six months, the students attend classes and participate in supervised laboratory practices on the Institute's campus. During the second six months, students are assigned to a hospital laboratory for clinical experience. Graduates of this curriculum are eligible to take the national examination of the Board of Certified Laboratory Assistants. Those passing the examination are awarded the title of Certified Laboratory Assistant.

In anatomy and physiology, students are taught the structure of the body, and the function of cells, tissues, organs, and systems. In clinical chemistry, the student is trained to perform routine hand methods for blood sugar, blood urea nitrogen, albumin and globulin fractionation, amylase, bilirubin, cholesterol, and other tests. He will also be taught to perform standardized procedures and to calculate precision limits using quality control data. In hematology, students develop skill in counting cells, in measuring sedimentation rates and hemoglobin, and in observing coagulation. Considerable time is spent in preparing blood smears and learning to examine them for abnormalities. In urinalysis, students collect specimens, perform routine screenings, and learn to take specific gravity, sugar, and protein tests. The electrocardiography course teaches the student to perform electrocardiograms and to keep records of this work. In the blood bank, the Laboratory Assistant student is taught donor screening, blood grouping, phlebotomies, and cross matching. The histology course teaches one to process, cut, mold, and stain tissues for microscopic examination.

MEDICAL LABORATORY ASSISTANT

Course Title		Hours Per Week		
FIRST QUARTER		Class	Lab	Credit
MLA 1000	Orientation	2	0	2
MLA 1001	Anatomy, Physiology and Basic Pathology	2	0	2
MLA 1002	Basic Science	3	0	3
MLA 1003	Clinical Chemistry I	2	6	5
MLA 1004	Urinalysis	1	4	3
MLA 1005	Hematology I	2	6	5
		12	16	20
SECOND QUARTER				
MLA 1006	Clinical Chemistry II	2	6	5
MLA 1007	Hematology II	1	6	4
MLA 1008	EKG and BMR	1	2	2
MLA 1009	Microbiology	2	2	2
MLA 1010	Blood Bank I	1	2	2
		7	18	15
THIRD AND FOURTH QUARTERS (22 weeks)				
MLA 1011	Hematology III	6	240	6
MLA 1012	Chemistry and Urinalysis	6	240	6
MLA 1013	EKG	2	80	2
MLA 1014	Blook Bank II	3	120	3
MLA 1015	Bacteriology	4	160	4
MLA 1016	Histology	1	40	1
		22	880	22

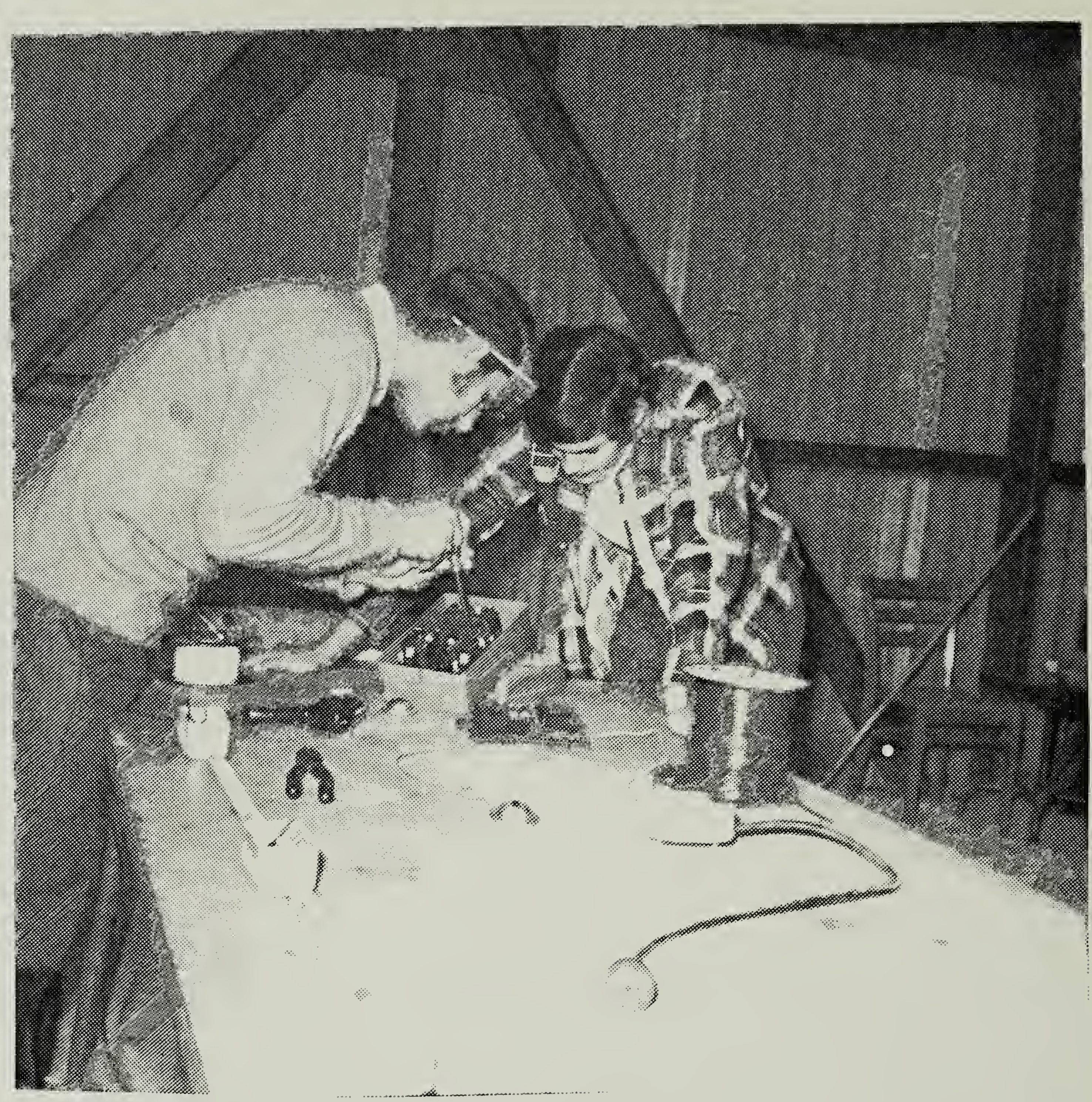
NURSING ASSISTANT

The duties of the Nursing Assistant have been expanded and their relative position elevated as a result of additional educational requirements. The position of Nurse Assistant has risen from one requiring only on the job training to one requiring pre-entry clinical training.

The Nursing Assistant fills an important position in the allied health field. She may perform her duties under the direction of a Licensed Practical Nurse, a Registered Nurse, or a doctor. The Nursing Assistant may be employed in a hospital, clinic, doctor's office as a private duty nurse, or as a civil service employee of the United States Government.

NURSING ASSISTANT

Course Title		Hours Per Week		
		Class	Lab	Credit
FIRST QUARTER				
NUR 1101	Introduction to Nursing Assistant	4	6	6
NUR 1102	Anatomy & Physiology	4	6	6
NUR 1103	Nursing Assistant Arts	4	6	6
		12	18	18
SECOND QUARTER				
NUR 1111	Introduction to Nursing Assistant II	4	6	6
NUR 1112	Anatomy & Physiology II	4	6	6
NUR 1113	Nursing Assistant Arts II	4	6	6
		12	18	18



LIGHT CONSTRUCTION

The program is designed to prepare the learners to enter employment with preparatory training in the basic building trades of carpentry, masonry, concrete work, and knowledge of plumbing and electrical installation and maintenance.

Instruction is presented in the proper care and use of tools including the steel square and power machinery. Some of the units of study are foundations, house framing, roofing, interior trim, floors, walkways, bricklaying, stone work, plastering and dry-walls, and various window installations. Related instruction is given in electrical and plumbing installation and maintenance, applied mathematics, estimating, blueprint reading and sketching, specifications and contracts, small business operations, and human relations.

LIGHT CONSTRUCTION

		Hours Per Week		
		Class	Lab	Credit
FIRST QUARTER				
MAT 1101(A)	Fundamentals of Math	3	0	3
MAS 1101	General Masonry	5	15	10
ENG 1101	Reading Improvement	3	0	3
DFT 1110	Blueprint Reading: Building Trades	1	3	2
		12	18	18
SECOND QUARTER				
MAT 1101 (B)	Fundamentals of Math	3	0	3
CAR 1101	Carpentry	5	15	10
ELC 1123 (A)	Electrical Installation	1	3	2
DFT 1111	Blueprint Reading & Sketching	3	0	3
		12	18	18
THIRD QUARTER				
PSY 1101	Human Relations	3	0	3
CAR 1102	Carpentry	5	15	10
DFT 1145	Specifications & Contracts	2	0	2
PLU 1115	Plumbing Installations	2	3	3
		12	18	18
FOURTH QUARTER				
CAR 1124	Residential & Commercial Construction	2	18	8
MAT 1112	Construction Estimating I	3	0	3
MEC 1135	Mechanical Installations	1	3	2
BUS 1103	Small Business Operations	3	0	3
		9	21	16

WELDING

The Welding Curriculum is designed to give students a sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure, to form a permanent bond between intersecting sections.

Welding offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipe fitting, production shop, job shop, and many others.

WELDING

Course Title		Class	Lab	Credit
		Hours Per Week		
FIRST QUARTER				
WLD 1120	Oxyacetylene Welding and Cutting	3	12	7
MAT 1101	Fundamentals of Mathematics	6	0	6
DFT 1104	Blueprint Reading: Mechanical	0	6	2
PHY 1101A	Applied Science	3	0	3
		12	18	18
SECOND QUARTER				
WLD 1121	Arc Welding	3	12	7
MAT 1103	Vocational Math	3	0	3
DFT 1117	Blueprint Reading: Welding	0	6	2
PHY 1102	Applied Science	3	0	3
ENG 1102	Communication Skills	3	0	3
		12	18	18
THIRD QUARTER				
WLD 1124	Pipe Welding	3	9	6
WLD 1123	Inert Gas Welding	0	6	2
WLD 1112	Mechanical Testing and Inspection	2	6	4
DFT 1118	Pattern Development and Sketching	1	3	2
PSY 1101	Human Relations	3	0	3
		9	24	17
FOURTH QUARTER				
WLD 1122	Commercial and Industrial Practices	3	6	5
WLD 1125	Certification Practices	3	3	4
MEC 1112	Machine Shop Processes	1	9	4
BUS 1105	Industrial Organizations	3	0	3
		10	18	16

NOTE: The above curriculum outline is intended as a guide only. Order of course and meeting hours are subject to change at the discretion of the Administration.

Course Description

TECHNICAL CURRICULA

AGRICULTURE

T-AGR 107 Farm Records and Taxes
An introductory course to accounting methods related to the farm business which acquaints the students with terminology, basic principles and techniques used in recording transactions. Practical application of the principles learned are made by working with actual farm situations. A study of taxes as related to farm income, forms, deductions, depreciation, and tax schedules applicable to farmers.

T-AGR 119 Techniques of Welding
Principles of oxyacetylene and electrical welding, cutting, and brazing. Principles, procedures, safety precautions and experience in using oxyacetylene and arc equipment. Projects are assigned to develop skill in the use of equipment, and includes the study of metals, rods, gases, and special electric welding machinery.

T-AGR 122 Farm Machinery Repair & Maintenance
Care, repair and selection of the large units of farm equipment operating principles of self-propelled and tractor-drawn equipment will be studied in the classroom and the field. Such equipment as balers, combines, corn pickers, and peanut harvesters will be included.

T-AGR 123 Ornamental Horticulture
A study of the principles of care and selection of plants, shrubs, trees and grasses for the home landscape. Field trips and demonstrations will be utilized in the development of skills and practices needed in landscape planning.

T-AGR 124 Plant Propagation
The various means of plant reproduction are scientifically studied. Special attention is given to the propagation of shrubs for the home landscape plan.

T-AGR 125 Animal Science
An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, and digestion along with the selection, feeding improvement, processing, and marketing of livestock.

T-AGR 127 Animal Nutrition
A course dealing with the principles of nutrition and their application to feeding practices of cattle, horses, sheep and swine production in North Carolina.

T-AGR 128 Farm and Home Construction
This course deals with the fundamentals of farm carpentry, fences, concrete and masonry. Part of the course gives students an opportunity to learn and practice home construction projects such as kitchen cabinets. The study also includes the farm water needs and waste disposal. Attention is given to planning farm water and plumbing systems and their proper care and maintenance.

T-AGR 133 Farm Water and Plumbing Systems
This course is a study of the farm water needs and waste disposal. Attention is given to planning and installing the system and its proper care and maintenance.

T-AGR 134 Tobacco Production
This course deals with production practices that are relevant to flue cured tobacco in North Carolina. Emphasized will be plant bed practices and field production-machinery, cultural practices, fertilization, harvesting and marketing.

T-AGR 135 Agricultural Law
A general course designed to acquaint the student with certain fundamentals and principles of law, including contracts, agency and negotiable instruments. Includes the general study of law pertaining to partnership, corporation, sales, suretyship, bailments and real property.

T-AGR 136 Agricultural Math
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes and pertinent uses of mathematics in the field of business.

T-AGR 137 Farm and Home Appliance Repair
This course is designed to teach the student to repair most home appliances with emphasis on commonly used electrical appliances and machines in the home and on the farm.

T-AGR 139 Fertilizers & Lime
A review of the source, function, and the use of the major and minor plant food elements; commercial fertilizer ingredients; soil acidity, liming materials; application of fertilizer and liming materials.

T-AGR 140 Vegetable Production
This course deals with the cultural practices pertaining to vegetables that could be grown in Bladen County. This course would promote thought and consideration about introducing new cash crops to the Bladen County area.

T-AGR 141 Surveying
Theory and practice of elementary plane surveying including horizontal measurements, differentials and profile leveling, cross sections, earthwork computations, transit, stadia, and transit-tape surveys.

T-AGR 145 Entomology
A study of the major insects of the area, their identification, harmful effects, and life history.

T-AGR 155 Plant Diseases
A course dealing with the nature and symptoms of diseases in plants; the characteristics of plant disease, causal agents, cause, identification, and control of the major plant diseases of the area.

T-AGR 170 Plant Science
An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina.

T-AGR 185 Soil Science & Fertilizers
A course dealing with basic principles of efficient classification, evaluation and management of soils, care, cultivation and fertilization of the soil and conservation of soil fertility.

T-AGRT-AGR 197 Introduction to Agricultural Research

An introductory course for students preparing to become employed as agricultural research technicians. The purposes are: to assist the student in understanding the meaning and purpose of agricultural research and the research approach to problems; to develop the student's ability to assist the professional agricultural researcher in identifying, planning, and carrying out research to solve problems; and to aid in the preparation of a research report. Special attention is given to the tools, methods, and use of agricultural research.

T-AGR 199 Cooperative Work Experience

This course consists of one quarter of supervised cooperative work experience of approximately 11 weeks at 40 hours each, or approximately 440 total hours awarding 18 quarter hours credit. The objective of this course is to provide the student - before graduation from his curriculum - a real working practice in an environment in which he will experience after graduation and upon employment. This period of time will enable the student to use the equipment and perform the processes and services required of his speciality under close supervision and with responsibilities commensurate with his capabilities. The cooperative work experience period will be carefully planned and closely supervised by both the educational institution where the student is enrolled and the agency or business where the student is employed. An official agreement among the educational institution, the student, and the agency or business will provide for a programmed sequence of activities to be performed by the student with supervisory responsibilities for the educational elements of the work clearly defined.

T-AGR 201 Agricultural Chemicals (Pesticides)

A study of agricultural chemicals-their importance, ingredients, formulation, and application with emphasis upon the effective and safe utilization of chemicals in agricultural pest control. Major emphasis is placed upon weed identification and those chemicals utilized for week control. Part of the course is devoted to those chemicals other than herbicides-such as insecticides, fungicides, and others. Special emphasis is devoted to proper selection and utilization of chemical application devices.

T-AGR 202 Agricultural Chemicals II

A continuation of AGR 201 with emphasis being placed on the proper use of herbicides.

T-AGR 205 Agricultural Marketing

An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail and foreign markets. Problems in the operations of marketing firms - including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock and tobacco.

T-AGR 215 Farm Tractor Repair & Maintenance

A course to teach repair and maintenance of farm tractors including gas and diesel engines. Units of instruction to be studied include engines, ignition, electrical braking, cooling and transmission systems.

T-AGR 222 Farm Electrification
A study of the basic principles and systems and their application to agricultural production with emphasis upon equipment for controlling the utilization of electricity.

T-AGR 228 Livestock Diseases and Parasites
A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis upon the cause, damage, symptoms, prevention, and treatment of parasites and diseases; management factors relating to disease and parasite prevention and control.

T-AGR 232 Grain Production
A study of crop characteristics, varieties, types, environmental factors, rotations and other production practices.

T-AGR 246 Small Gasoline Engines
A study of two and four cycle, one cylinder gasoline engines and their power trains. The student will be taught preventative maintenance, trouble shooting, and repair of the typical auxiliary engine used on the farm.

T-AGR 261 Fruit (Berries) Production
A course covering the basic cultural practices of producing fruits. Primary emphasis will be given to the production and marketing of blueberries and strawberries.

T-AGR 271 Field Crops
A general survey course dealing with the major field crops grown in North Carolina. Special emphasis will be given to tobacco technology, pastures and forage crops, and weeds and their control.

T-AGR 279 Farm Forestry
A course dealing with the fundamentals of forestry and farm forestry problems - including planting, protecting, thinning, and harvesting.

T-AGR 290 Soil & Water Conservation
An introduction of soil and water conservation, covering what is included and who is involved in soil, water and plant conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge in agronomy, biology, economics, engineering, soils, forestry and recreation.

T-AGR 291 Irrigation Systems, Maintenance & Repair
A course that is designed to teach the individual to repair and perform routine maintenance of farm irrigation systems.

T-AGR 298 Special Problems
Individual study and reports on a problem or topic of interest to the student under guidance of the instructor.

T-AGR 299 New Techniques in Farming
This is a study of new areas of production that have potential for increasing the income of the farmer. Attention will also be given to new developments in farm mechanization that will make the farm operate more efficiently.

T-HOR 105 General Horticulture
A course dealing with horticultural principles and the application of plant science fundamentals to horticultural practices.

BIOLOGY

T-BIO 101 Biology
A course designed to present the fundamental principles of biology organized around the concepts of metobolism, growth, reproduction, responsiveness, and adaptation.

T-BIO 102 Bacteriology I
A general bacteriology course dealing with the structure, development and function of bacteria and other micro-organisms, with emphasis on those of economic and medical importance. Lab work will include media, culturing, staining, and preparation and reporting. Microscopic and septic techniques will be emphasized.

T-BIO 103 Bacteriology II
Continuation of T-BIO 102 with the introduction of serology and the study of the body fluids and excrements. Laboratory diagnostic techniques will be emphasized.

T-BIO 110 Human Anatomy and Physiology I
A study of the structure and normal functions of the human body and its system with emphasis upon the interrelated functions of various parts and systematic processes in the development of basic physiological principles. Bones, organs, muscles, fluids, and nerves will be considered. Detailed and composite functioning of the tissues will be studied. Experiments will include dissection of selected mammals and experiments to illustrate function.

T-BIO 111 Human Anatomy and Physiology II
Continuation of T-BIO 110

T-BIO 112 Human Anatomy and Physiology III
Continuation of T-BIO 111

BUSINESS

T-BUS 101 Introduction to Business
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization and management.

T-BUS 121 Accounting
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

T-BUS 122 Accounting
A continuation of BUS 121

T-BUS 123 Business Finance
Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.

T-BUS 124 Business Finance
Topics include financing federal, state and local governments and the ensuing effects upon the economy. Also included are factors affecting supply of funds, monetary and credit policies.

T-BUS 201 Business Management
Principles of business management including overview of major function of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business-qualifications and requirements.

T-BUS 205 Advanced Typing
Emphasis is placed on the development of individual production rates. The students learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscript and legal documents.

T-206E Dictation and Transcription
Develops the skill of taking dictation and of transcribing at the typewriter, materials appropriate to the course of study, which includes a reveiw of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material.

T-BUS 207E Dictation and Transcription
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new materials.

T-BUS 208E Dictation and Transcription
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.

T-BUS 211 Office Machines
Instructions in the operation of the bookkeeping-accounting machines, duplication equipment, and the dictation and transcribing machines.

T-BUS 214 Secretarial Procedures
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These including the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, puchasing of supplies, office organization, and insurance claims.

T-BUS 218 Medical Law and Ethics
Designed to acquaint the student with legal aspects of medical practice acts, the relationship of physician, patient, professional liabilities and types of medical practice.

T-BUS 219 Credit Procedures and Problems
Principles and practices in the extension of credit; collections procedures; laws pertaining to credit extension and collection are included.

T-BUS 222 Accounting III
Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital.

T-BUS 223 **Accounting IV**
A continuation of T-BUS 222

T-BUS 225 **Cost Accounting**
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures.

T-BUS 229 **Taxes**
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes; income, payroll, intangible, capital sales and use, excise, inheritance.

T-BUS 232 **Sales Development**
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

T-BUS 223 **Personnel Management**
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.

T-BUS 239 **Marketing**
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

T-BUS 247 **Business Insurance**
A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

T-BUS 255....Interpreting Accounting Records
Designed to aid the student in developing a "use understanding" of accounting records, reports, and financial statements. Interpretation, analysis, and utilization of accounting statements.

T-BUS 271 **Office Management**
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing to solve office problems.

T-BUS 272 **Principles of Supervision**
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

CHEMISTRY

T-CHM 101 **Chemistry I**
Study of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions. Lab work will include experiments and analytical tests. Calorimetric procedures will be stressed.

T-CHM 102 **Chemistry II**
A continuation of CHM 101, with introduction to electron chemistry and a survey of nuclear and organic chemistry. Lab exercises will include simple synthesis, analytical procedures, and chemical changes.

T-CIV 101 Surveying
Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia and transit-tape surveys.

T-CIV 102 Surveying
Triangulation of ordinary precision; use of plane table; calculation of areas of land; land surveying; topographic surveys and mapping.

T-CIV 103 Surveying
Route surveys by grounds and aerial methods; simple, compound, reverse, parabolic and spiral curves; geometric design of highways; highway surveys and plans, including mass diagrams.

T-CIV 114 Statics
Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space; static and kinetic friction; center of gravity, centroids, and moment of inertia.

T-CIV 201 Properties of Engineering Materials
Study and testing of the properties of ferrous and nonferrous metals, timber, stone, clay products, bituminous cementing materials; load and strain measurements; behavior of materials under load; qualities other than strength; control of the properties of the materials; nondestructive tests.

T-CIV 216 Strength of Materials
Fundamental stress and strain relationship; torsion; shear and bending moments; stresses and deflections in beams; introduction to statically indeterminate beams; columns; combined stresses.

T-CIV 218 Plain Concrete
Study and testing of the composition and properties of concrete including cementing agents, agregates, admixtures, and air-entrainment; design and proportioning of concrete mixes to obtain pre-determined strengths and properties; methods of placing and curing concrete; standard control tests of concrete.

T-CIV 221 Reinforced Concrete Construction
Analysis and design of reinforced concrete beams, floor systems, and columns. Use of CRSI Design Handbook. Introduction to ultimate strength design. Principles of pre-stressed and precast concrete. Field inspection trips.

T-CIV 226 Foundation Construction
Exploration of sites; study of principles of foundation action; theory and construction practices pertaining to excavation bracing, cofferdams, drainage, stabilization, various types of footings, foundation walls, pile foundations, retaining walls, shoring and underpinning.

DATA PROCESSING

T-EDP 104 Introduction to Data Processing Systems
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is prerequisite for all programming courses.

DRAFTING

T-DFT 101 Technical Drafting
The field of drafting is introduced as the study begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

T-DFT 102 Technical Drafting
The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings," approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.

ECONOMICS

T-ECO 102 Economics
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

T-ECO 104 Economics
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

T-ECO 108C Consumer Economics
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy.

T-ECO 201 Labor Economics and Labor Relations
Emphasis is placed on the history of the labor movement in the United States, the development of methods and strategies by labor organizations and by management, the shift in the means of public control; and the factors of income and economic security.

T-ECO 220 Principles of Economics II
A determination of pricing, international trade, and finance.

ECO 221 Principles of Economics I
A survey and description of our economic system: theory of national income determination; determination of goods and services which make up national incomes: Problems of economic policy..

ENGLISH

ENG 101 Composition
Intensive work in grammar and composition; frequent themes, introduction to types of writing and to poetry, drama, and the novel.

ENG 102 Composition
A continuation of ENG 101

ENG 211 Great British Writers
Writings before 1800.

ENG 212 Great British Writers
A continuation of ENG 211

T-ENG 101....Grammar
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

T-ENG 102 Composition
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.

T-ENG 103 Report Writing
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have something to do with his chosen curriculum.

T-ENG 204 Oral Communications
A study of basic concepts and principles or oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

T-ENG 206 Business Communications
Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and injury.

T-HEA 101 Health Professions Orientation
A course consisting of lectures, library assignments, seminars with visiting physicians, and field trips; the student will be introduced to the health professions to include Chiropractice, Dentistry, Medicine, and Osteopathy. The small, single doctor practice, as well as the larger clinic will be considered. A preview of the entire Health Professions Assistants programs will be presented. Frequent reports will be required.

T-HEA 103 Orientation to Medical Assisting
Designed to help the student in understanding the role of the medical office assistant. Emphasis is placed on the development of appreciations and attitudes in the establishment of realistic goals in personal and occupational development. Assist the student in recognizing the importance of physical, intellectual, social and emotional dimensions of personality. Ethics and grooming are stressed.

T-HEA 104 Medical Assisting Administration
A study of the administrative duties of the Medical Assistant. Includes various types of insurance forms and their preparation, medical and non-medical records, transcription of medical histories, credits, collection, filing systems, banking, and the different accounting systems used by physicians, use and care of office machines found in physicians' offices.

T-HEA 110 Internship
Supervised clinical experience consisting of "in office" training which will cover reception-front office procedures, physical therapy, laboratory work, and office nursing.

T-HEA 123 Medical Terminology and Vocabulary I
A study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly-used prefixes, suffixes, root words and their combining forms.

T-HEA 133 Medical Terminology and Vocabulary II
A continuation of T-HEA 123 with greater emphasis on an understanding of terminology and its use in the medical office.

T-HEA 201 Medical Assisting I
Designed to teach the basic techniques and skills needed by the medical office assistant in assisting the physician in the examination room. Course includes: care of instruments and supplies, sterile techniques, physical and psychological preparation of the patient for the physician's examination.

T-HEA 202 Laboratory Techniques
Principles and practices of laboratory work in office and clinic. A course designed to develop proficiency in performing the laboratory tests essential in assisting the professional in care and treatment of the patient. Laboratory examination of urine, blood, cell tissue, and feces. Use and care of laboratory equipment and facilities.

T-HEA 203 Physical Therapy Techniques
A technical and practical approach to physical therapy techniques. Preparing the patient, machine operation and developing will be considered. Ultra-sound, short wave and pulse diathermy, heat and cold, muscle stimulation, traction, etc., will be considered and practiced.

T-HEA 204 Office Nursing
A study of basic nursing techniques to include history taking, preparation for examination and treatment and routine diagnostic tests such as temperature, blood pressure, height, weight, etc.

T-HEA 205 Office Application
Actual experience in selected offices and clinics. Lectures will critique experience.

T-HEA 210 Internship
Continuation of T-HEA 110.

T-HEA 213 Medical Assisting III Practicum
Course is a practicum in medical office assisting. The student is assigned to a physician's office, clinic or out-patient department. Assignments are related to encompass all phases of experiences in the management, examination room procedures and laboratory procedures.

T-HEA 214 Medical Assisting Seminar
A study of the personal and occupational responsibilities of a practitioner in the field of medical office assisting. Discussion of problems encountered during experience in the medical office. Practicum are the primary focus.

T-HEA 215 Laboratory Orientation I
Course designed to introduce to the medical assistant the various laboratory procedures necessary to aid the physician in diagnosing the patient's illness. Emphasis is on preparation of the patient for various procedures which may be ordered, their purposes and the expected norms of results. Special attention is on urinalysis, hematology, bacteriology, and immunology.

T-HEA 222 Medical Assisting II
Continuation of T-HEA 201 with greater emphasis on skill and the more complicated medical procedures performed in the physician's office.

T-HEA 225 Laboratory Orientation II
Continuation of T-HEA 204 with special emphasis in x-rays, physiotherapy and electrocardiography and basal metabolism.

HISTORY

HIS 231 American History
Social, economic, and political development of the United States.

HIS 232 American History
A continuation of HIS 231.

INDUSTRIAL SCIENCE

T-ISC 102 Industrial Safety
Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.

T-ISC 120 Principles of Industrial Management

The basic managerial decision; organizational structure including plant location, building requirements, and internal factory organization; problems of factory operation and control, planning, scheduling, routing factory production, stores control, labor control purchasing, cost control. Plat problems are utilized as lab experiments.

T-ISC 201 Industrial Organization and Management

Organizational structure for industrial management; operational and financial activities, including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training and supervision of personnel as found in typical industrial organizations.

T-ISC 202 Quality Control

Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.

T-ISC 204 Value Analysis

Modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. Objective of the concepts and techniques of value analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.

T-ISC 207 Foremanship Supervision

Foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions of an organization and his responsibility in carrying out the objectives in accordance with the organization's plan. Included in the course are such topics as establishing lines of authority, functions of departments of units, duties, and responsibilities, policies and procedures, and rules and regulations.

T-ISC 209 Plant Layout

A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium-sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and materials in a manufacturing operation.

T-ISC 210 Job Analysis and Evaluation

This study is based on product studies as well as personnel and wage program. The course utilizes the study of product design, value analysis, materials and processes as an intricate part of productive procedures.

T-ISC 221 Work Measurement

Principles of work simplification including administration of job methods improvements, motion study fundamentals and time-study techniques. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams and methods evaluation.

T-ISC 220 Management Problems
A study of personnel and production problems from the standpoint of the executive. Includes selection and development of products, control problems and techniques, development of standards, employee-employer relations, developing the executive staff. Case studies are utilized.

T-ISC 231 Manufacturing Cycles
Purchasing and distribution costs; consumption patterns; channels of distribution; marketing of consumer goods; shopping, specialty, agricultural and industrial goods; service marketing; functional middlement; speculation and hedging; wholesaling; shipping and warehousing; exporting and trade movements; standardization and grading; pricing, government regulation of competition; sales promotional activities; merchandising practices.

MATHEMATICS

MAT 101 College Math I
Algebraic and trigonometric functions with emphasis on fundamentals and applications rather than on manipulative skills, and an appreciation of more advanced mathematical concepts.

MAT 102 College Math II
A continuation of Math 101.

T-MAT 103 Technical Mathematics
The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.

T-MAT 110 Business Mathematics
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price making, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

T-MAT 201 Technical Mathematics
A continuation of T-MAT 103. More advanced concepts of differentiation and integration are considered. Included are graphs and derivatives of the trigonometric functions, exponential and logarithmic differentiation and integration, advanced integration techniques, polar equations, parametric equations and Fourier series.

T-MAT 214 Statistics
The theory of statistics and its application in modern business. Kinds of regularity that exist among random fluctuations. Experience in associating and using mathematical models to interpret physical phenomena and predicting the outcomes of experiments related to practical business problems.

PHYSICAL EDUCATION

PE 101 Physical Education
Students will be required to spend two hours per week in an approved, supervised physical activity.

PE 102 Physical Education
A continuation of PE 101.

PE 103 Physical Education
A continuation of PE 102.

PE 201 Physical Education
A continuation of the PE sequence.

PE 202 Physical Education
A continuation of the PE sequence.

PE 203 Physical Education
A continuation of the physical education sequence.

PHYSICS

T-PHY 101....Physics: Properties of Matter
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.

T-PHY 102....Physics: Work, Energy, Power
Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.

T-PHY 103....Physics: Electricity
Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of the course.

T-PHY 104 Physics: Light and Sound
A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout.

POLITICAL SCIENCE

T-POL 201 United States Government
A study of government with emphasis on basic concepts, structure, powers, procedures and problems.

PSYCHOLOGY

T-PSY 112C Psychology of Personality
A study of the factors involved in the development of the normal personality, emphasizing the principal factors controlling human behavior and their relationship to adjustment mechanisms.

T-PSY 206 Applied Psychology
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations of the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are:- employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

SOC 121 Principles of Sociology
The science of human society emphasizing such concepts as the physical basis of society, culture, collective behavior, population, and social institutions. The analytical approach is stressed.

SOC 122 Sociology (Modern Social Problems)
Social controls and the sociology of the revolutionary change. Problems related to race, family crime, delinquency, and social disorganization.

SOC 201 Rural Society
A study of selected elements of rural sociology with emphasis on current social changes. The course provides a sociological background for the understanding of rural culture, group relationships, social classes, rural and suburban communities, farm organizations, the communication of agricultural technology, rural social problems, agricultural adjustment and population change.

SOC 222 Marriage and the Family
The origin and development of the family as a social institution considered from a historical and comparative approach; analysis of the forms and functions of the family; socialization, mate selection, procreation.

SOCIAL SCIENCE

T-SSC 201 Social Science I
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

T-SSC 202 Social Science II
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.

T-SSC 205 American Institutions
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon Current local, national, and global problems reviewed in the light of our political and economic heritage.

Course Description

VOCATIONAL EDUCATIONAL

AUTOMOTIVE

AUT 1101 Engines-Shop Practices
An introductory course to the automotive shop with emphasis on the basic shop practices and correct use of basic hand tools and general shop equipment. The student will learn complete lubrication procedures for all parts of the automobile. Standard and disc brake systems will be studied with emphasis placed on complete theory of operation, inspection, and major overhaul. The student will learn to operate tire changing equipment, lubrication equipment, general purpose shop machines, and all basic hand tools.

AUT 1102 Electrical and Fuel Systems
A thorough study of the electrical and fuel systems of the automobile. Included in the study will be cranking systems, charging systems, regulating systems, ignition systems, lighting systems, and other electrical systems. Fuel pumps, fuel gauges, fuel filters, and carburetor will be studied during the full section of the course. All related fuel and electrical test equipment will be studied during this phase of instruction.

AUT 1124 Power Trains
Principles and functions of automotive power train systems: Clutches, transmission, gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

AUT 1130 Mechanics Shop I
Designed to acquaint the student with the operation of a repair shop. Attention will be given to repair practices, methods, and problems. A major part of this course will concern safety and good housekeeping.

AUT 1131 Mechanics Shop II
A continuation of AUT 1130 with much emphasis on the practical aspects of repair work.

AUT 1132 Mechanics Shop III
A continuation of AUT 1131.

AUT 1140 Equipment I
This course is designed to help the student apply basic mechancial operations to equipment other than that used in connection with the modern automobile. The student will be introduced to the operation and repair of basic agricultural and industrial equipment.

AUT 1141 Equipment II
A continuation of AUT 1140.

AUT 1150 Shop Organization
This course deals with the basics of organization and operation of the small independent repair shop. The students will be introduced to the laws, taxes, etc., that pertain to the repair business.

AUT 1160 Body Shop I
An introduction to body repair. Emphasis will be given to removing and replacing damaged parts, straightening and the use of body fillers.

AUT 116 Body Shop II
A continuation of AUT 1160 with some emphasis given to preparation for and proper application of paints and other finishes.

AUT 1170 Special Systems I
This course is an introduction to basic repair of a non-automotive nature. Topics covered will include such things as, calibrating of farm equipment, hitching systems, hydraulic systems, power take off and its accessories, etc.

AUT 1200 Special Systems II
A continuation of AUT 1170.

BUSINESS

BUS 1103 Small Business Operations
An introduction to the business world, problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

BUS 1105 Industrial Organization
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

CONSTRUCTION

CAR 1101 Carpentry
A brief history of carpentry and present trends of the construction industry. The course will involve operation care and safe use of carpenters handtools and powertools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

MAS 1101 General Masonry
The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, car, and maintenance of tools. Practice is given in selecting the proper mortars, layout and construction of various building elements.

ELC 1101 (a) Basic Electricity
This course covers the elementary principles of electricity, including units and terms. Ohm's Law applied, power, and other related subjects. Specific applications are made to the types of electricity used to operate various electrical devices in a building.

CAR 1102 Carpentry: Millwork and Cabinetmaking
Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of: base and wall cabinets, built in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied.

PLU 1115 Plumbing Installations
The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installations.

ELC 1123 Electrical Installation
Provides instruction and application in the fundamentals of blueprint reading, planning, layout and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

PAD 1124 Painting and Decorating
Instruction is given in preparing interior surfaces and exterior areas for painting and finishing. Training is given in the operation of sanding and spray equipment as well as the application of stains, fillers, putties and paint by hand. Instruction is offered in protecting property, erection of scaffolds, application of various types of materials, plus the evaluation of quality of finishes.

CAR 1124 Residential and Commercial Construction
This advanced course is supplemented by classroom and outside study of buildings in progress. Suggested topics may include: elementary job management; terrain and soils for foundation; excavating and piling; interior and exterior masonry walls; needed carpentry work; estimating proportions for concrete and mixes for specified strengths. A building erected or partly erected by the students for campus use of co-op work with a contractor during the summer make desirable work experiences.

COSMETOLOGY

FIRST QUARTER

C1001 Scientific Study I
This is a course for beginners in Cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorder, manicuring, hair, scalp, skin and disorder pertaining to the hair, scalp, and skin.

C1011 Mannequin Practice
A study of Finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.

SECOND QUARTER

C1002 Scientific Study II
A classroom study of skin, scalp, hair, nails, and their disorder, salesmanship, permanent waving, marcelling, relaxing, hairdressing, wigs, and hair coloring.

C1022 Clinical Application I
A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting.

THIRD QUARTER

C1003 Scientific Study III
A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene.

C1033 Clinical Application II
This course give continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.) and scalp treatments.

FOURTH QUARTER

C1004. Scientific Study Iv
A classroom study of chemistry, sanitation, sterilization, hair coloring and lash and brown tinting, artistry in hair styling, beauty salon salesmanship management, electricity, cold waving and hair shaping.

C1044 Clinical Application III
A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brown tinting,artistry in hair styling, cold waving, and hair shaping.

DRAFTING

DFT 1101 Schematics and Diagrams
An introductory course in drafting for students needing a knowledge of drawing principles and practices for reading and describing objects in the graphic language. The student is expected to gain basic skills in drawing with instruments, lettering, geometrical constructions, freehand sketching and describing objects orthographically with principal views. Freehand sketching and orthographic reading are to be emphasized.

DFT 1104 Blueprint Reading: Mechanical
Interpretation and reading of blueprints, information on the basic principles of the blueprint, lines, views, dimensioning procedures and notes.

DFT 1105 Blueprint Reading: Mechanical
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.

DFT 1106 . Blueprint Reading: Mechanical
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction and assembly.

DFT 1110 Blueprint Reading: Building Trades I
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

DFT 1111 Blueprint Reading and Sketching
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundation, floor plans, elevations, walls, doors and windows, and roof of building. Development of proficiency in making three-view and pictorial sketches.

DFT 1145 Specifications and Contracts
The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.

ENGLISH

ENG 1101 Communicative Skills I
Designed to improve the student's ability to read rapidly and accurately. Special machines are used class drill to broaden the span of recognition, to increase eye co-ordination and work group recognition add to train for comprehension in larger units.

ENG 1102 Communicative Skills II
Designed to promote effective communication through correct language usage in speaking and writing.

ENG 1103 Communicative Skills III
A course covering all phases of communication and focusing on oral communication.

INDUSTRIAL

ISC 1101 Industrial Safety
A study of the overall picture of the accident toll for the nation's population. It is designed to establish safe work habits in performing the occupation. Principles of accident prevention, injury sources and causes, accident costs, job safety analysis, accident investigation, methods of promoting safe practice, safety education and training, first aid, lifting-manually and mechanically, and fire prevention and protection, are some of the topics discussed.

ISC 1125 Supervision
An in-depth study of supervision-worker relationships. This course will deal with, (1) The relationship between the maintenance man and his supervisor, and (2) The relationship between the maintenance man and the machine operators.

MATH

MAT 1101 Fundamentals of Mathematics
Practical number theory, and analysis of basic operations includes: Addition, subtraction, multiplication and division, fractions, decimals, powers and roots, percentages, ratio and proportion, plane and solid geometric figures used in industry, measurement of surfaces and volumes, introduction to algebra used in trades, and practice in depth.

MAT 1103 Vocational Math
Fundamental properties and definitions: plane and solid geometric figures, selected general theorems, geometric construction of lines, angles, and plane figures, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.

MAT 1111 Slide Rule
A study of the mechanics involved in the use of the slide rule. Multiplication, division, trigonometric functions, powers and roots are covered. Note: This course can be taught as a part of mathematics.

MAT 1112 Estimating I
This is a practical course in quantity "take off" from prints of jobs to be performed by the builder. Practical problems dealing with volumes, weights, ratios, mensuration, and basic estimating practices for building materials.

MAT 1113....Construction Estimating II
A practical mathematics course in the "take-off" of materials from prints and specifications prepared for the construction trades. A sealed bid on a building will be submitted, containing a detailed "bill of material." Local estimators should be asked to visit the class and field trips taken to the offices of contractors.

MECHANICAL

MEC 1135 Mechanical Installations
Installations of built-in appliances and other mechanical equipment found in the modern home or small commercial building will be studied in connection with framing and finishing of the carpentry work. Also, the worker must understand the types of plumbing, heating, air conditioning and automatic sprinkler systems to be installed along with other appliances as stoves, ovens, dishwashers, and refrigerators. Field trips are recommended.

MEC 1136 Building Mechanics
The building mechanic is known as a general handyman or utility repairman. He uses the tools of the several trades to install and adjust mechanical equipment such as air conditioning and heating, connect electrical motors and switches. He maintains floor surfaces with modern protective materials, repairs and paints woodwork, brick and plaster walls, windows, doors, and maintains locks, plumbing and other hardware.

MEC 1204 Maintenance and Operation I
A course with emphasis on plant maintenance; however, it will introduce the student to plumbing and carpentry, and the care and use of both hand and power tools used in plumbing and carpentry. The entire course will be slated toward industrial application.

MEC 1205 Maintenance and Operation II
A course primarily concerned with heating and electrical systems. Emphasis will be given to both industrial equipment and buildings. Heating systems and equipment is integrated with electricity because most industrial heating systems are controlled entirely or in part by electrical devices. Live projects will be used for shop work.

MEC 1206 Maintenance and Operation III
A course designed to acquaint the student with the variety of jobs performed by the maintenance man. The class will be exposed to as many live maintenance problems as is possible. The student will have the electrical, machine, welding, and automotive shops and equipment at his disposal for completion of live projects.

MEC 1211 Shop Practices I
An introduction to the nature of the work required of a maintenance man and his role in industry. This course will deal primarily with an introduction to welding, machine shop practices, and electrical work. Instruction will include the identification, care and use of tools and equipment commonly used by maintenance personnel. Good housekeeping and safety practices will be stressed.

MEC 1212 Shop Practices II
A continuation of Shop Practices I. Instruction will be given in the operation of lathes, milling machines, presses, and grainders. Oxacetylene welding will be introduced and additional practice in arc welding will be continued. Individual live projects in electrical maintenance will be introduced.

MEC 1213 Shop Practices III
A further continuation of both theory and practice in the areas of machine shop, welding, and electrical work. Projects will be assigned that require skills in more than one of the above areas. The student will be introduced to the Heli-arc Welder. Upon completion of this course, the student will have been introduced to every major tool and operation contained in the three areas above.

MEDICAL LABORATORY

MLA 100 Orientation:
Introduction to scientific methodology,medical laboratory practice, and the role of the laboratory assistant. Field trips provide a broad overview of health resources in the community.

MLA 1001 Anatomy, Physiology and Basic Pathology:
Study of anatomy and physiology in relation to disease and medical terminology.

MLA 1002 Basic Science:
Study of the fundamental properties of matter, biological compounds and processes, atomic structure, and common chemicals utilized in medical laboratory science.

MLA 1003 Clinical Chemistry I:
Study of the theory and techniques used in the clinical chemistry laboratory.

MLA 1004 Urinalysis:
Study of urine collection and preservation, physical characteristics of urine, and routine qualitative and quantitative tests. Laboratory practice in identification of physical characteristics, measurements, and performance of specified tests.

MLA 1005 Hematology I:
Study of blood constituents and the theory and techniques used in collecting and studying blood samples. Laboratory practice in system for enumeration of formed elements of the blood, measurement of other blood elements, and determination of sedimentation rates.

MLA 1006 Clinical Chemistry II:
Study of theory and procedures for analysis of specific metabolites. Laboratory practice in performance of specified tests.

MLA 1007 Hematology II:
Study of coagulation theory and methods for performing specific blood studies, laboratory practice in procedures related to identification and differentiation of blood cells and to coagulation of blood.

MLA 1008 EKG and BMR:
Study of techniques of electrocardiography and determination of metabolic rate. Laboratory practice in performance of routine electrocardiograms and use of BMR machine.

MLA 1009 Microbiology:
Study of common microorganisms and routine techniques of the bacteriology department. Laboratory practice in planting selected cultures, presumptive identification of common organisms, and recovering ova, cysts, and parasites from feces.

MLA 1010 Blood Bank I:
Study of techniques utilized in donor screening, phlebotomies, blood grouping and crossmatching. Laboratory practice in typing and crossmatching blood samples.

MLA 1011 Hematology III:
Applied practice in the hospital hematology laboratory. Experiences include patient contact, venipunctures, calibration of hemoglobin curve and hemoglobin and blood diluting pipettes, and duplication of findings of staff technologist on routine analyses of blood samples.

MLA 1012 Chemistry and Urinalysis:
Applied practice in making reagents, using trip and analytical balances; calibrating colorimeter tubes; using standard curves, recoveries and control solutions; calculating standard deviation and confidence limits; checking all calculations; and performing urinalyses.

MLA 1013 EKG:
Experience in making electrocardiograms, with emphasis on patient relationships.

MLA 1014 Blood Bank II:
Supervised practice in A, B, O and Rh typing, cross-matching, and phlebotomies.

MLA 1015 Bacteriology:
Supervised practice in procedures of the bacteriology, serology, and parasitology departments, to include: preparing cultures, reading gram stains and colony characteristics, staining and screening AFB smears, and preparing laboratory equipment, glassware, and media; performing routine serological tests· identifying parasites or occult blood in body specimens.

MLA 1016 Histology:
Experience in assisting with autopsies, processing tissues, observing frozen sections, and performing special stains.

MLA 1017 Serology:
Fundamentals of immunology and serology. Vocabulary common to bacteriology and concepts common to blood banking. Routine and special serological methods of analysis are presented.

NURSING

NUR 1101 Introduction to Nursing Assistant
This course is an introduction to the role of the Nursing Assistant. The place and function of the Nursing Assistant within the over-all organization of health facilities will provide a major emphasis for the course.

NUR 1102 Anatomy and Physiology
A study of the structure and normal functions of the human body and its systems. Emphasis will be place upon the interrelated functions of the various parts and systems of the body. Bones, organs, muscles, fluids and nerves will be considered.

NUR 1103 Nursing Assistant Arts
Designed to assist the beginning Nursing Assistant student in acquiring knowledge basic to the development of skills needed for safe and effective nursing care.

NUR 1111.... Introduction to Nursing Assistant II
a continuation of NUR 1101 with ample clinical experience.

NUR 1112 Anatomy and Physiology II
A continuation of NUR 1102 with ample clinical experience.

NUR 1113 Nursing Assistant Arts II
A continuation of NUR 1103 with ample clinical experience.

PHYSICS

PHY 1101 Applied Science
An introduction to physical principles and their application in industry. Topics in this course include measurement: properties of solids, liquids, and gases; basic electrical principles.

PHY 1102 Applied Science
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermonetry, and principles of force, motion, work, energy, and power.

PHY 1103 Applied Science
An introduction to physics and its application in industry. Emphasis will be placed on measurement and properties of solids, liquids, and gases.

POWER MECHANICS

PME 1101 Engines I
An introduction to the basic principles of the internal combustion engine. Emphasis will be given to the single, and two cylinder engine in industrial applications. This course will include care, servicing, and repair of small engines.

PME 1102 Engines II
A course primarily concerned with the multi-cylinder gasoline engine and its application to industry. It will include care, maintenance and repair of multi-cylinder gasoline engines. Shop work will include the complete rebuilding of an engine. Systems and devices used in conjunction with engines (i.e., clutches, cooling systems, etc.) will be introduced in this course.

PME 1103 Engines III
A course dealing primarily with the diesel engine and its application and use in industry. Instruction will include care, operation, maintenance, and repair of the industrial diesel power source.

PME 113 Small Engines
A study of two and four cycle, one cylinder gasoline engines and their power trains. The student will be taught preventative maintenance, trouble shooting, and repair of the typical auxiliary engines used in industry. Shop periods will emphasize standard routines used in industrial applications.

PSYCHOLOGY

PSY 1101 Human Relations
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

WELDING

WLD 1101....Welding
An introduction to the basic principles of both arc and oxacetylene welding. The student will be introduced to the theoretical as well as the practical aspects of welding. Instruction will include running beads, butt welds, lap joins, cutting and horizontal welding.

WLD 1121 Arc Welding
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and process. After the student is capable of running beads, butt and fillet electrodes for use in joining various metal alloys by the arc welding welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

WLD 1122 Commercial and Industrial Practices
Designed to build skills through practices in simulated industrial processes and techniques; sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

WLD 1123 Inert Gas Welding
Introduction and practical operation in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.

WLD 1124 Pipe Welding
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metals arc welding processes according to Sections VII and IX of the ASME code.

WLD 1125 Certification Practices
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

WLD 1101 Welding
An introduction to the basic principles of both arc and oxacetylene welding. The student will be introduced to the theoretical as well as the practical aspects of welding. Instruction will include running beads, butt welds, lap joints, cutting and horizontal welding.

WLD 1112 Mechanical Testing and Inspection
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Chaprgy impact, etc.

WLD 1120 Oxacetylene Welding and Cutting
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

Adult Education and Extension Programs
GENERAL INFORMATION

An important function of Bladen Technical Institute is to provide general educational opportunities for the adults of Bladen and surrounding counties. Included in these opportunities in instruction that prepares adults for better family living, for more job opportunities, for promotion in present employment, for high school completion, for civic and community leadership, and for self-realization. Additional information concerning any program in this section may be obtained by contacting the Director of Continuing Education at Bladen Technical Institute, Dublin, North Carolina, Telephone 862-2164.

ADMISSION AND ELIGIBILITY

Any adult living within commuting distance of the institution or any of the several adult education classroom areas used by the institution off campus is eligible to attend adult education courses offered by the institution.

A student enrolled in any course offered by the Adult-Extension Education Department must be at least 18 years of age or if under 18, a high school graduate. Any person who is eligible is encouraged to take advantage of these courses.

ACADEMIC CREDIT

Generally courses offered in the Adult-Extension Education Program are non-credit. However, credit will be given in the Adult High School Diploma Program. Certificates are awarded to students who successfully complete and attend 75 per cent of the class time of any Adult-Extension education course.

REGISTRATION

Registration for all adult-extension courses will normally be held during the first class session in the classroom area assigned for the course. Anyone wishing to enroll in a course already in session may be registered by the instructor during the first class he attends.

TUITION AND FEES

There is no tuition fee for Adult-Extension courses or courses taken in the Adult High School Diploma Program. In the case of some extension programs, however, books and specific supplies are required and are the responsibility of the individual student.

CLASS LOCATIONS

Many adult education classes are held on the campus of Bladen Technical Institute. There are no reasons, however, why classes cannot be taught in any location within Bladen County where suitable quarters and facilities can be arranged, an instructor can be acquired, student interest justifies the class, and attendance is sufficient.

Persons desiring classes held at some location other than on the institute campus should contact the Director of Continuing Education at Bladen Technical Institute.

SCHEDULES

Adult education classes do not have to begin and conclude on a quarterly schedule as do the curriculum programs. Some may, however. Adult education classes are scheduled when a need or the interest for the class is established, space exists to teach the class, an instructor is available, and when at least 10 to 12 students can be enrolled.

Course length varies with the types of courses offered. Also, concerning meeting times and daily schedules, the class meetings vary according to the class members' wishes.

Bladen Technical Institute releases advance information to various newspapers and radio stations about new classes. With this publicity and by other means, the Institute makes it known to the public that a class is about to begin.

SELF-SUPPORTING PROGRAMS

Certain seminars, cultural exhibits, and similar programs may be organized on a self-supporting basis. The income from fees for such programs must defray the expenses. Self-supporting classes in recreational or vocational courses may be organized upon approval of the Department of the Community Colleges.

ADULT BASIC EDUCATION PROGRAM

The Adult Basic Education Program is designed to help adults improve fundamental skills such as speaking, reading, and writing the English language. It also includes instruction in arithmetic, basic science and social studies.

Specifically, the objectives of the Adult Basic Education Program are to:

(1) Provide instruction for those individuals who have attained age eighteen and whose inability to read, speak, and write the English language constitutes a substantial impairment of their ability to obtain and or retain employment in line with their real ability.

(2) Provide instruction in the basic education skills for those individuals who have attained 18 years of age, who have less than eight years of formal education, and who are in need of this training to enable them to function to the fullest of their realistic potential as citizens.

(3) Improve their ability to benefit from occupational training.

(4) Increase their opportunity for more productive and profitable employment.

The program is based upon the philosophy that every individual, regardless of the status of his functional level, should have the opportunity to participate in continuing educational activities. The philosophy further incorporates the belief that every individual is teachable, trainable, and can realize self-improvement.

Upon the establishment of adult basic education classes, an effort will be made to evaluate the current educational level of the enrolled adults in order to ensure the proper placement of these individuals. Upon completion of the Adult Basic Education Program, the student should be equipped to go into the Adult High School Diploma Program.

Through the cooperation of local community agencies and organizations, facilities should be available without cost. According to the policy of the State Board of Education, no charge is made for adults enrolled in basic education programs. It is also desirable for adult basic education teachers to hold 4-year college degrees.

Class dates and time will be announced as the locations for the program are determined.

All materials used have been especially prepared for all educational levels ranging from no formal education to eighth grade level. These materials place emphasis on individual needs and interests.

OTHER GENERAL ADULT EDUCATION PROGRAMS

General adult education program enables the adult to learn a skill in an area of his interests. General adult courses offered are not college credit courses but in most instances carry the quality and character of college instruction. In addition to those suggested below, the adult may enroll in any of the institute courses on a non-credit basis. All classes offered by the Institute are open to the adults of the service area.

Some of the suggested study areas and examples of related courses for the adult are:

CONSUMER EDUCATION

Family Finance
Homeowners Insurance
Social Security
Law for the Layman
Credit Buying
Consumer Problems
Personal Income Tax
Personal Investments

CITIZENSHIP

North Carolina History
American History
U. S. Government
Courts and Law
Political Parties
The Constitution
How to Become an American Citizen

PARENT EDUCATION

Early Teenage Problems
Adolescent Behavior
Preschool Problems
Prenatal Care
Child Care and Development
Parent-Child Relationships
Maternity Care
Child Psychology
Foster Parenthood

LANGUAGE ARTS

American Literature
Creative Writing
Public Speaking
Leading Training for Community Life or Group Dynamics
General Wood, Metal or Plastics Shop
General Mechanical Drawing and Sketching
Ceramics

HOMEMAKING

Cooking and Menu Planning
Dressmaking
Nutrition
Sewing
Tailoring
Budget Meals
Clothing-Selecting and Remodeling
Interior Decorating
Landscaping
Gardening
Home Appliance repair
Home Remodeling
How to Plan a Home
How to Buy a Home
Beauty Care for the Wife

INDUSTRIAL ARTS

Architectural Drawing
How to Fix Your Auto (for women)

DISCUSSION GROUPS

Great Decisions
Great Books
You and Your Community
Rural-Urban Life
The Ways of Mankind
Economic Reasoning
Discovering Modern Poetry
Aging and You
Introduction to the Humanities
Ways to Justice
Looking at Modern Painting
The Power to Govern
World Politics

HEALTH AND SAFETY

First Aid
Driver Education
Physical and Mental Health
Fire Prevention

ADVANCED COURSES

New Modern Mathematics for Parents
Science
Civil Defense Education
Democracy in the Home
Interpersonal Relationships

BUSINESS EDUCATION

Personal Typing
Shorthand-Note Taking
Retail Merchandising
Business Law
Accounting I
Accounting II
Business English for Secretaries
General Economics
Secretarial Office Procedure
Consumer Economics
Clerical Office Procedures
Basic Business
Business Math
Consumer Math

FOREIGN LANGUAGES

Conversational French Beginning
Conversational Spanish Beginning
Conversational Spanish Intermediate
Conversational Russian Beginning

FAMILY LIFE

Preparation for Marriage
Career Guidance
Home and School Relations
Mental Hygiene
Handicapped Children
Exceptional Children
Community-Family Relations
Human Relations
Family Life Education
Children and Guidance
Rapid Reading

CREATIVE ARTS

Fine Arts
Painting and Drawing
Ceramics
China Painting
Lapidary Art
Leathercraft
Mosaic Tile Designing and Setting
Humanities
Gerontology
Art Exhibits
Speakers Bureau
Community Plays
Community Concerts
Forums on Community and Civic Affairs
Film Forums
Programs for Community Development

Any number of courses related to these study areas may be offered by the institution depending on needs in the area.

EXTENSION PROGRAMS

Extension courses are offered to people in governmental agencies and industry and to voluntary groups. These courses, which are occupationally oriented, are designed to meet the training needs of the following groups: firemen, law enforcement personnel, supervisory personnel in both industry and government, restaurant and motel personnel, people engaged in fisheries occupations, and people engaged in other occupations.

These programs are designed either to upgrade a person in his job, to develop new skills so that a person may be more proficient in his vocation, or, to train a person for any occupation other than the above-mentioned areas.

These courses are generally offered in the evening; however, they may be taught at other times convenient for the students, provided that qualified instructors are available. The location of these classes is determined by the institution for the convenience of the students, and on the availability of facilities and necessary equipment.

A certificate is awarded at the completion of a prescribed course in instruction.

ECIAL EXTENSION PROGRAMS

Listed below each area of study are several examples of special extension urses which may be offered.

MBULANCE TRAINING COURSES

- nbulance Attendant Training Courses

RE SERVICE TRAINING COURSES

- troduction to Fire Fighting
- re Service Training-120 hour course
- ecialized Training Courses:
  - Arson Detection
  - Home Fire Safety
  - Industrial Fire Safety
  - Rescue Squad Training
  - Civil Disorder
  - School Bus Evacuation

SHERIES OCCUPATIONS

- ab Pot Making
- ll Net and Hauly Seine Construction
- arine Engines
- arine Records
- arine Welding
- vigation
- t Mending
- tboard Motor Repair
- afood Processing
- rimp and Fish Trawl Construction

W ENFORCEMENT TRAINING COURSES

- sic Law Enforcement
- owd and Riot Control
- e Arms Training
- iminal Investigation
- emical Tests for Alcohol Training
- il and Detention Training
- affic Accident Investigation

SPITALITY COURSES

- od Service
  - Food Service Selling (Waiter and Waitress Training)
  - Basic Quantity Cooking
  - Food and Beverage Purchasing
  - Food and Beverage Management and Service
  - Food and Beverage Controls
- hool Food Service
  - Overview of School Food Service
  - Nutrition and Menu Planning
  - Equipment Use and Care
  - Quantity Food Production Management
- Hotel-Motel Training
  - Introduction to Hotel-Motel Management
  - Motel-Motor Hotel Management
  - Front Office Procedure
  - Hotel-Motel Accounting
  - Hotel-Motel law
  - Communications
  - Supervisory Housekeeping
  - Maintenance and Engineering
  - Supervisory Development
  - Human Relations
  - Maid Training
  - How to Organize Your Work
  - Tourist and Travel Industry
  - Travel Information
  - Service Station Selling
  - Personality Development
  - Customer Relations
- Hospital Training
  - Hospital Human Relations
  - Hospital Housekeeping
    - Hospital Personnel
  - Food Service Supervision for
    - Custodial Training
  - Modified Diets

MANAGEMENT DEVELOPMENT PROGRAMS

- Principles of Supervision
- Job Relations Training
- Science of Human Relations
- Art of Motivating People
- Economics in Business and Industry
- Effective Speaking
- Speed Reading
- Work Measurement
- Job Methods
- Conference Leadership Training
- Instructor Training
- Creative Thinking
- Industrial Safety and Accident Prevention
- Industrial First Aid
- The Supervisor in North Carolina
- Job Analysis Training
- Management Primer
- Cost Accounting for Supervisors
- Supervision in Hospitals
- Labor Laws for Supervisors - Pre-Supervisory Training

TELEPHONE TECHNICIANS TRAINING COURSES

- Station Installation
- Key System Installation
- Station Installation
- Key System Installation and Repair

OCCUPATIONAL EXTENSION PROGRAMS

Listed below each area of study are several examples of occupational extension courses which may be offered.

AGRICULTURAL & BIOLOGICAL EXTENSION

Agricultural Mechanics
Agricultural Production
Agriculture Products & Processing
Ornamental Horticulture
Other Agricultural Extension

DISTRIBUTION & MARKETING EXTENSION

Advertising
Finance & Credit
Food Sales & Restaurant Management
Hotel and Lodging
Insurance
Management
Marketing
Real Estate
Transportation
Other Distribution & Marketing

HEALTH OCCUPATIONS ..EXTENSION

Ambulance Attendant
Hospital Food Service
Nurses' Aide
P. N. Upgrading
R. N. Refresher
Other Health Extension

OCCUPATIONAL HOME ECONOMICS EXTENSION

Child Care
Clothing Services
Food Service
Institutional Supporting Services
Interior Design-Decorating
School Food Service
Other Occupational Home Economics

OCCUPATIONAL OFFICE ..EXTENSION

Accounting-Bookkeeping
Administrative Management
Data Processing
Office Machines & General Clerical
Secretarial & Related
Typing & Related
Other Occupational Extension

TECHNICAL EXTENSION

Architectural Drafting
Chemical
Civil
Electrical
Electronics
Instrumentation
Forensice Science
Mechanical
Other Technical Extension

TRADES AND INDUSTRY EXTENSION

Air Conditioning
Automotive
Blueprint Reading
Carpentry
Commercial Fishing & Related
Cook-Chef
Custodial-Janitor-Maid
Drafting
Electrical-Electronics
Firemanship
Law Enforcement
Masonry
Metalworking (Including Welding)
Personal Services
Small Engine Repair
Supervisory Development Training
Textile Production & Fabrication
Waiter-Waitress
Woodworking Occupations
Other Trades & Industry Extension

APPRENTICESHIP PROGRAMS

Apprenticeship-Building Trades
Apprenticeship-Metals & Plastics
Apprenticeship-Printing Trades
Apprenticeship-Public Utilities
Apprenticeship-Service Trades
Apprenticeship-Others

OTHER OCCUPATIONAL EXTENSION PROGRAMS

MDTA
New Industry Training

LEARNING LABORATORY

The Learning Laboratory plays an important part in the total institute's instructional program. The lab offers programmed instruction which presents the material to be learned in small, sequential steps which move gradually from basic and easily learned knowledge to the more difficult. The student can enroll in the learning laboratory at any time during the year. He sets his own work schedule and progresses at his own rate.

Among the areas of study available in the programmed materials are arithmetic, English, social science, mathematics, foreign language, business, science, and general interest. The reading programs provide instruction from the second grade to college level.

The Learning Laboratory is designed to meet the needs of the person who want to prepare for the High School Equivalency Examination, the person who wants to work in the Adult High School Diploma Program, the person who desires to remove deficiences so that he can enter a regular curriculum program of the institution, the person who wants to be better prepared in his present job or to prepare for advancement on his job, or the person who wants to study a subject for his own self-improvement.

Laboratory is open during the day, Monday through Friday and Monday through Thursday evenings so students may plan to study several hours a day or night, and at times most convenient to them. The main lab is located on campus. The institution also operates several mini-laboratories in outlying areas in the county. These mini-labs serve the same purpose as the laboratory on campus. Information concerning the mini-lab locations and opening hours may be obtained by contacting the Learning Laboratory Coordinator on the institute campus.

ADULT HIGH SCHOOL DIPLOMA PROGRAM

In cooperation with the Bladen County Board of Education, Bladen Technical Institute is offering an Adult High School Diploma Program.

Any person who is 18 years of age or older may enter the adult high school diploma program. Upon written recommendation of the local school superintendent, individual public school dropouts between the ages of 16 and 18 may be admitted as students with special needs. Each program of instruction is sufficiently extensive in duration and intensity within a scheduled unit of time to enable the adult to develop competencies necessary to complete the mandatory classes for the diploma. The adult may progress at his own rate and complete the course or entire program when he passes the end-of-the-course tests. The adult is placed in the high school program by a grade placement test or transcript. The program is not a superimposed public high school program, but is specially designed for adults. Instruction may be offered in either regular groups of classroom work or by supervised individual programmed learning as offered in learning laboratories. When a person completes the entire program, he is required to take a standardized test and score at the twelfth grade completion level to qualify for the adult high school diploma.

When scores indicate that the required achievement level has been attained, the student is eligible to receive the Adult High School Diploma awarded by the student's local Board of Education.

HIGH SCHOOL EQUIVALENCY PROGRAM

High School Equivalency Program is another program for the adult who has not completed high school. It is a program whereby an adult who did not complete his high school education may take a series of tests called the General Education Development Tests (GED), to demonstrate his general educational competence and be awarded a certificate recognized and generally accepted as equivalent to a high school diploma. The fee for taking the GED series of tests is $3.00.

Through the programmed instruction Learning Laboratory, the student may prepare himself to take the tests, if "refresher" courses are desired or necessary. Upon achieving an acceptable score in the five areas of English expression, literature, social studies, mathematics, and natural science, a student may be awarded a High School Equivalency Certificate by the North Carolina State Board of Education.

The certificate is recognized almost without exception by industry, agencies of the government, employers, colleges, and other organizations and institutions as the legal equivalent of a diploma from an accredited high school. The certificate means that the holder has achieved a level of general educational development comparable to that of high school graduates.

Any person who is not a high school graduate may apply for the certificate and take the tests "if" (1) he is 19 years of age or older; however, an applicant 18 years of age may apply for the tests provided he has been out of a regular high school program for at least six months; (2) he is a current resident of the State; and (3) he has a definite vocational or educational purpose.

NEW INDUSTRY TRAINING

Another important function of Bladen Technical Institute is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long range training program of its own to satisfy its continuing replacement and retraining needs.

MDTA PROGRAMS

During the fiscal year, the Institute conducts a number of Manpower Development and Training Programs (MDTA). These programs are organized and financed by the Federal Government. All students for the MDTA classes must meet certain qualifications before they are eligible for any MDTA program. All these students are selected by the local Employment Security Commission.

MDTA programs that have been conducted in the past include: General Office Clerk, Production Machine Operator, Combination Welder, Entry Bricklayer, and Migrant Leader. These programs are not offered on an annual basis. Only those approved at the state level are conducted each year.

Anyone who wishes to determine the MDTA programs that the institution has been approved for during any one fiscal year should contact the local Employment Security Commission.

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